FOWLER ELEMENTARY SCHOOL DISTRICT MEETING OF THE GOVERNING BOARD

Tuesday, July 8, 2025 – 4:00 p.m. (room open at 3:45pm)
District Office, Board Room, 1617 S. 67th Ave., Phoenix, Arizona
Governing Board Members may be present, in person,
via video conferencing or telephonically

AGENDA

A.	OPE	ENING OF MEETING			
		Call to Order			
		Roll Call	-		
		Adoption of Agenda			
		Pledge of Allegiance			
	5.	Approval of Minutes	Ms. Montoya		
		o June 10, 2025, regular meeting			
	6.	Presentation: FY 2025-26 Budget	Mr. Holland		
		Food Service Program	.Pattie Campos		
R	CON	MMINITY COMMENTS/CALL TO THE DUBLIC (limited to three minutes)			
B. COMMUNITY COMMENTS/CALL TO THE PUBLIC {limited to three minutes} This is the time for the public to comment on matters that may be of interest to the Board. Members of the Board					
		on not discuss items that are not specifically identified on the agenda. Therefore, pursuant to a			
		01(G), action taken as a result of public comment will be limited to directing staff to study			
		conding to any criticism or scheduling the matter for further consideration and decision at a later d			
	· cop	and the stry of the last of th			
	Plea	ase contact Board Administrative Assistant, Laura Lozoya at <u>LLozoya@fesd.org</u> or by phone a	et 623-707-		
		3, if you would like to speak in person (time is limited to three minutes) at the scheduled Govern			
	meei	ting. You may view board meeting documents on the FESD website under the Community section	n.		
_	A CT	NONLITER (C			
C.		TION ITEMS Recommendation to Adopt the EV2025 26 Budget	Nau II-llaud		
	1.	Recommendation to Adopt the FY2025-26 Budget			
	2.	Recommendation to Approval Amendment #4 - Intergovernmental Agreement between the Fowler			
		School District and the City of Phoenix for the Head Start Program, July 1, 2025 – June 30, 2026	Dr. Berg		
	3.	Recommendation to Approve Revised Check Signers for FY 26	Mr. Ostrom		
	4.	Recommendation to Approve Mr. Ryan Lamb to be Hired for the Position of Assistant Principal	for the		
		2025-2026 School Year			
	_				
	5.	Discussion and Possible Action Item to Approve the Resolution Authorizing the Maricopa Count			
		Superintendent's Office as an Authorized Representative of Fowler for Handling Employee Garn			
	6.	Decommondation to Assert a Contract to Contract Pine Durate time for the Installation of a No			
	0.	Recommendation to Award a Contract to Copper State Fire Protection for the Installation of a Ne			
		System at SMMS	Mr. Ostrom		
	7.	Recommendation to Award Contract to Progressive Roofing for Roof Repairs at Tuscano Elemen	ıtary		
			Mr. Ostrom		
	8.	Recommendation to Approve the Intergovernmental Agreement (IGA) with the Westside Impact	Collaborative		
		Agreement for five years from 2025 – 2030			
			_		
	9.	Recommendation to Approve the Second Reading of Proposed Policy Advisories 906 – 908	Ms. Ulloa		
	10	D. In the second of the second			
	10.	Recommendation to Approve the First Reading of Proposed Policy Advisories 866 – 875	Ms. Ulloa		
	11.	Recommendation to Approve the First Reading of Proposed Policy 876 – 905	Ms. Ulloa		
	12.	Recommendation to Approve the 2025-2026 Revision of the Student Code of Conduct	Dr Berg		
	13.		-		
	13.	Recommendation to Approve the Districts Revised Organizational Chart	IVIT. Ustrom		

FOWLER ELEMENTARY SCHOOL DISTRICT MEETING OF THE GOVERNING BOARD

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AGENDA

D.	CONSEN	1 11 EMS	
		nnel Actions (New Hires, Separations, Temporary Assignments, Changes, Leave of Absence and and the company of t	
	2. Payrol	Il and Expense Vouchers	Mr. Holland
	3. Budge	et and Expenditure Report	Mr. Holland
	4. Studer	nt Activities and Fundraising Activities	Mr. Holland
	5. Donati	tionsNO UPDATES	, Mr. Holland
E.	INFORMA	ATION AND DISCUSSION ITEMS	
	1. Head S	Start Monthly and Early Head Start Monthly Report	Mr. Holland
	2. Food S	Service Report	Mr. Holland
F.	REQUEST	Γ FOR FUTURE AGENDA ITEMS	
G.	REPORTS		
	1. Summa	pary of Current Events	
		erintendent	
	ii. Gov	verning Board Members	
Н.	ADJOURN	NMENT	Ms. Montova

MINUTES OF THE GOVERNING BOARD MEETING FOR THE FOWLER SCHOOL DISTRICT #45 1617 SOUTH 67TH AVENUE PHOENIX, ARIZONA

June 10, 2025

CALL TO ORDER

The Governing Board meeting was called to order by Ms. Montoya at 4:00 p.m.

OPENING OF MEETING:

Roll Call

Ms. Francisca Montoya, Mr. Joe Montoya and Ms. Lisa M. Perez via video, were

present

Others Present

Nora Ulloa, Laura Lozoya, Chad Ostrom, Lane Blake, Enoch Davis, Kristi Stewart, Matt Stewart, Yvette Ortiz, Gary Holland, Cindy Hunt and Isaura

Bencomo

Approve Agenda

There was a motion made by Mr. Montoya, seconded by Ms. Montoya, to approve the agenda for June 10, 2025, as presented with the removal of the food service

presentation.

Final Resolution: Motion Carries

Yea: Ms. Perez, Ms. Montoya and Mr. Montoya

Pledge of Allegiance

Ms. Montoya led the Pledge of Allegiance

Approval of Minutes

There was a motion made by Mr. Montoya to approve the minutes, seconded by Ms.

Montoya for:

May 13, 2025, regular meeting

Final Resolution: Motion Carries

Yea: Ms. Perez, Ms. Montoya, and Mr. Montoya

PRESENTATION:

None

COMMENTS/CALL TO THE

PUBLIC

None

ACTION ITEMS

Recommendation to Approve FY 2025-2026 Preliminary Proposed Budget	There was a motion made by Mr. Montoya, seconded by Ms. Montoya, to Approve the Action Item as presented.
, 5	Final Resolution: Motion Carries
	Yea: Ms. Perez, Ms. Montoya, and Mr. Montoya

Recommendation to Approve Hiring Mr. Gary Holland for the Position of Director of Finance, Effective July 1, 2025	There was a motion made by Mr. Montoya, seconded by Ms. Montoya, to Approve the Action Item as presented. Final Resolution: Motion Carries Yea: Ms. Perez, Ms. Montoya, and Mr. Montoya
Recommendation to Approve Renewal for Voluntary Benefits Through Valley Schools for FY 25-26	There was a motion made by Mr. Montoya, seconded by Ms. Perez, to Approve the Action Item as presented. Final Resolution: Motion Carries Yea: Ms. Perez, Ms. Montoya, and Mr. Montoya
Recommendation to Approve 2025-2026 Governing Board Meeting Dates	There was a motion made by Mr. Montoya, seconded by Ms. Perez, to Approve the Action Item as presented. Final Resolution: Motion Carries Yea: Ms. Perez, Ms. Montoya, and Mr. Montoya
Recommendation to Approve a change in both the Job Description and the Job Title for the position of Library / Media Clerk to Library Specialist	There was a motion made by Mr. Montoya, seconded by Ms. Perez, to Approve the Action Item as presented. Final Resolution: Motion Carries Yea: Ms. Perez, Ms. Montoya, and Mr. Montoya
Recommendation to Approve a change in both the Job Description and the Job Title for the position of Technology Lab Assistant to Technology Specialist	There was a motion made by Mr. Montoya, seconded by Ms. Perez, to Approve the Action Item as presented. Final Resolution: Motion Carries Yea: Ms. Perez, Ms. Montoya, and Mr. Montoya
Recommendation to Approve Hiring Ms. Melynda Martin for the Position of Director of Exceptional Student Services	There was a motion made by Mr. Montoya, seconded by Ms. Perez, to Approve the Action Item as presented. Final Resolution: Motion Carries Yea: Ms. Perez, Ms. Montoya, and Mr. Montoya
Recommendation to Approve the Second Reading of Proposed Policy Advisories No. 819-862	There was a motion made by Mr. Montoya, seconded by Ms. Perez, to Approve the Action Item as presented. Final Resolution: Motion Carries Yea: Ms. Perez, Ms. Montoya, and Mr. Montoya
Recommendation to Approve the Second Reading of Proposed Policy Advisory No. 864	There was a motion made by Mr. Montoya, seconded by Ms. Perez, to Approve the Action Item as presented. Final Resolution: Motion Carries Yea: Ms. Perez, Ms. Montoya, and Mr. Montoya
Recommendation to Approve the First Reading of Proposed Policy Advisory No. 907	There was a motion made by Mr. Montoya, seconded by Ms. Perez, to Approve the Action Item as presented. Final Resolution: Motion Carries Yea: Ms. Perez, Ms. Montoya, and Mr. Montoya

Recommendation to Approve the Updated Food Program Permanent Service Agreement with the Arizona Department of Education	There was a motion made by Mr. Montoya, seconded by Ms. Perez, to Approve the Action Item as presented. Final Resolution: Motion Carries Yea: Ms. Perez, Ms. Montoya, and Mr. Montoya
Recommendation to Approve Disposal of District Property	There was a motion made by Mr. Montoya, seconded by Ms. Perez, to Approve the Action Item as presented. Final Resolution: Motion Carries Yea: Ms. Perez, Ms. Montoya, and Mr. Montoya

CONSENT ITEMS:

Personnel Changes Summary of Report:	 Five (5) New employees were processed Three (3) Positions were processed for <i>change</i> Five (5) Employees <i>separated</i> from employment 				
	Eighty-six (86) Supplementals for additional duties	s or stipends			
Payroll and Expense Vouchers	Payroll vouchers FY25 35_1031, 36_1032, 37_1033 and 38_1034 Expense vouchers FY25 2546, 2547, 2548, 2549, and 2550				
Budget and Expenditure	The Budget and Expenditure Report was provided to the approval. By approving the report monthly, the Board approvals between programs that the Finance Department is	proves any minor			
Student Activities and Fundraising Activities	The Student Activity Reports and their planned Activities through May 2025.				
Donations					
	Site/Donor	Amount			
	Santa Maria MS – Donors Choose	\$409.00			
	Santa Maria MS – Donors Choose	\$228.00			
	Sunridge ES – Donors Choose	\$281.00			
	Western Valley ES – Donors Choose	\$13.00			
	Western Valley MS – Donors Choose \$22.00				
There was a motion made by Mr. Montoya, seconded by Ms. Perez, to Consent Items 1 through 5 as presented. Final Resolution: Motion Carries Yea: Ms. Perez, Ms. Montoya, and Mr. Montoya					

E. INFORMATION AND DISCUSSION ITEMS

Food Service Reports	The Food Services report covers the month of May 2025. All are presented for information purposes only.
Head Start Monthly Report	The Fowler Elementary School District Head Start Monthly Report for May 2025 was presented for information purposes only.

Request for Future Agenda Items	Mr. Montoya requested Food Service Presentation in July based on the questions Mr. Montoya provided in the email sent June 10, 2025 at 3:37 pm				
	Ms. Perez requested an updated copy of the organizational chart				
REPORTS: Superintendent Ulloa	Ms. Ulloa – Early Head Start is a 12-month program and the infants are coming during summer time. They are being fed by our food service department.				
Governing Board Members	Approximately 30 teachers are coming in from all grade levels to align the new curriculum to the essential standards and integrate the newly adopted curriculum.				
	Thanked the Stewarts for their many years of service with the district and wished them well on their retirement, which begins June 30 th .				
Adjournment	There was a motion made by Mr. Montoya, seconded by Ms. Montoya, to adjourn the meeting.				
	Final Resolution: Motion Carries Yea: Ms. Perez, Ms. Montoya, and Mr. Montoya Ms. Montoya adjourned the meeting at 4:39 p.m.				
Governing Boar	d Member Date				
Governing Boar	d Member				
Governing Boar	d Member				

	Submitted by Mr. Gary Holland, Finance Director
Information/Discussion	
X Action	C.1 Recommendation to Adopt the FY 2025-26 Budget
4	Action Item • July 8, 2025

RECOMMENDATION:

The Governing Board is requested to Adopt the FY 2025-26 Budget

Legislature had not yet approved a budget for FY26 at the time the FY26 Budget was proposed Per the AZ Auditor General's Office, this information presented is based on FY25 numbers as the AZ

This FY26 Approved Proposed Budget is now being presented for adoption

of the proposed budget. Revision by September 15 to align with the Legislature's Budget which they approved after the approval Moving forward in FY26, ADE School Finance and the AZ Auditor General will allow a 1st Budget

BACKGROUND:

A.R.S. §15-905(A), regarding the proposed budget, states:

"Not later than July 5 of each year ... the governing board of each school district shall prepare and furnish to the superintendent of public instruction and the county school superintendent, unless waived by the county school superintendent, a proposed budget in an electronic format for the budget year, which shall contain the information and be in the form as provided by the department of education.

A.R.S. §15-905(C) & (D), regarding a public hearing, states:

meeting not later than ten days before the meeting. . . the proposed budget or the summary of the proposed budget and a notice of the public hearing and board (C) "The governing board of each school district shall publish or mail, before the hearing and meeting, a copy of

(D * attending the hearing. . . . the governing board shall hold the public hearing and present the proposed budget to the persons

A.R.S. §15-905(E), regarding the adopted budget, states:

budget total for maintenance and operations or capital outlay, and shall enter the budget as adopted in its minutes. Not later than July 18, the budget as finally adopted shall be submitted electronically to the superintendent of public instruction. ..." unrestricted capital budget limit, making such deductions as it sees fit but making no additions to the proposed The governing board shall adopt the budget, which shall not exceed the general budget limit or the

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							nne King, Finance Director (FY25)	етрюуее: Сафа
	fo paniam face + samples	orease. Assuming the same FY2			CY T as Same # of teachers as FYX3	ger name (typed name)	anaM zzonizuA	Superintiondent name (typed name)
į		latot 2118.0001 toejdoknoitoruñ -				Supt. Of Business Services	Chad Ostrom, Assu	Nora Ullos, Superintendent
<u>-</u>	3'422			a setary from the prior year	З. Ілстеязе іл ауставе teache	Manager signature	Enaiue22	Superintendent signature
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			7 - 1 - 1		Secondary Tax Rates:		July 8, 2025	bərqobA
		9[† 9' [€\$19'1		Ріпау Тах Каю:		June 10, 2025	Proposed
		Ezr Brdget FY 2026	\$202 Y	T roirT			get for the Fiscal Year 2026 was	Me hereby certify that the Bux
		t run den			ional for take story for prior			
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CTD mumber 070445000

District Name Fowlet Elementary School District 45

Сопиф Майсора

Telephone:

District contact employee:

Adopted

Version

County Maricopa

1.3% 32. 00L, ETZ, T 818'694'61 35 37,682,645 37,214,225 491,308 2,390,000 618'454'9 392,16 395,44 (Cannot exceed page 7, line 10) Total budget limit expenditures (lines 30-31) Έξ :15 1'000'000'I Maintained for spending after FY 2026 (budgeted carryforward) 618'494'9 007,ET2,T 392.44 90 36,682,645 37,214,225 461,308 1990,096,5 818'694'61 392,16 Budgeted expenditures (lines 14, and 24-29) .08 %4.1-67 67 % 7.9 293,990 550 K-3 Reading Program 312,200 007,70 242,000 Lt'L L+'L 18.0 .82 %0.0 00.0 00.0 Education Center 540 Joint Career and Technical Education and Vocational .72 %0.0 1/2 00.0 530 Dropout Prevention Programs '97 %0'0 Budget, page 2, line 44) 00.0 00.0 .92 510 Desegregation (from Districtwide Desegregation .25 %2.9 \$2.08 .25. noitstroqsnstT fiqu 4 004 2,218,000 865,880,5 43,000 000,232 000'597 380,000 000'596 30.25 .≱2 %0.0 74. 7641,78,4 76L"I78't 85E,7I 000'17 000,718,1 000,487 5,196,436 05'46 87.86 Subtotal (lines 15-23) .62 %0.0 00.0 73, 3000 Operation of Moninstructional Services .22 %0.0 00:0 .22 17 %0.001-007 00.0 71 2600 Operation & Maintenance of Plant 70 0.0% 20.0 00.0 2500 Central Services 00.I ·61 250,000 900,02 200,000 00.2 2400 School Administration .81 %0.0 00.0 .81 2300 General Administration .71 **%£.4**662 855,7 1,00 125,358 2,500 000'z 50,000 23,000 100,000 00.1 2200 Instructional Staff '91 %9'9 1,329,290 1,246,688 000'5 000'6 000,226 111,000 227,290 12.50 12.50 .61 2100 Students 2000 Support Services 84,28 1000 Instruction .21 %4.51-3,110,146 3,592,406 000'5 842,000 000'009 941,446,146 00.28 16,000 'S I 200 and 300 Special Education Regular Education Subsection Subtotal (lines I-13) 't1 %E'7-159'016'67 £\$86667 430,950 1000'864'I 618'579,4 9,042,500 785,535,382 46.982 **\$6**'857 ĭď. ·£I **%**Þ'6Þ-746,924 05.5 175,000 72,000 100'001 13. 700, 800, 900 Other Programs .21 %0.0 00.0 .21 630 Other Instructional Programs 'II %L'9999 057 5,500 000's I 30,450 0SÞ 009 15,000 02.0 620 School-Sponsored Athletics .01 %0.0 00.0 .01 610 School-Sponsored Cocurricular Activities 6 '6 %8'LÞ 000'79 866'17 2,000 1.00 200 1°200 000'SE 70,000 00.13000 Operation of Moninstructional Services 00'0 .8|%0.0 2900 Офг <u> 1 %6'1-</u> 618,722,4 4,613,286 000'8 000,002,1 <u>618'445'1</u> 420,000 1,025,000 05.62 05.62 2600 Operation & Maintenance of Plant .9|%£.21 E70,09E,2 2,129,125 000,02 22,000 1,000,000 400,000 £42°548 18,13 £1.81 2500 Central Services 000°L 981'65£'1 2.1%|5 981,756,1 1,896,852 0001 14,000 000'055 2400 School Administration **b** 250,000 000°5L5 00.₽ 000,680,2 176,154,2 14,000 4′00 1<u>%£.21-</u> 320,000 <u>000'006</u> 2300 General Administration 000,292 669,842,1 000'5 £ <mark>%8`†\$-</mark> 000,01 30,000 000°04Z 000'057 **⊅**1.6 PT.6 2200 Instructional Staff 1,819,123 90,000 240,000 1,074,123 01.02 20,10 13.1%[2 156,700,1 12,000 000'044 2100 Students 2000 Support Services 11%170 000'564'51 L+7°ELL°S1 20,000 195,000 000,006 3'620'000 11,000,000 142.19 145.19 1000 Instruction 100 Regular Education Decresse 9707 2025 0089 0099 0059 0079 0019 Increase/ 6300, 6400, Budget 70irg Expenditures EXŁΚ Budget Other Supplies Benefits roinq Services Salaries $_{
m LLE}$ Employee Totals Purchased. Maintenance and Operation (M&O) Fund Fund 001 (M&O)

(This amount will be used to dete	termine district compliance with state mate	(s)[17(s)]	
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Expenditures budgeted in the l	solving food for Many OSM		
Do <u>mot</u> report budgeted amounts	s for the Performance Pay Component of th	the Classi	r4 sti2 moor
	d for a Performance Pay Component	\$	10,000
FY 2026 Performance Pay (A.) Amount Budgeted in M&O Funo		\$	10,000
		\$	10,000

CTD number 070445000

Version

Adopted

Special education programs by type (M&O Fund Programs 200 and 300)

District name Fowler Elementary School District 45

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County Maricopa

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6. Vocational and Technical Education (non-CTED)
2 ELL Compensatory Instruction
4 ELL Incremental Costs
3. Remedial Education
2. Gifted Education
1. Total all disability classifications
(A.R.S. §§ 15-761 and 15-903)

6. Vocational and Technical Education (non-CTED)
7. Career Education (non-CTED)
8. Career Technical Education (CTED)
9. Total (lines 1 through 8. Must equal total of line 24, page 1)
10. IEP required pupil transportation costs

6	ot I	Staff-Pupil
70	ot I	Teacher-Pupil

891'EL

Proposed ratios for special education (A.R.S. §§15-903.E.1 and 15-764.A.5)

coded within Program 400

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11/%7/1	158,512,7	961'001'9	097	LIS*##	181°ES	20,702	339,342	000'006'1	311	Total budget limit expenditures (lines 10-11)
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1 %7'91-	950,241,4	865,046,4	000,82	000'00\$	300,000	008	99£'75 <i>L</i>	006,092,2	Τ.	noitourian 0001
Decresse	9707	2025	0089	0049	0099	0059 '0019 '0069	0079	9100		
Increase	Budget FY	YT 10TT	and miscellaneous	Property	Supplies	Purchased services	Employee benefits	Salaries		Expenditures
% E	श्राष्ट	noT	Debt service							

The district has budgeted an amount in Fund 010 equal to the Classroom Site Fund Budget Limit as calculated below.

Classroom Site Fund Budget Limit Calculation

158'915'L	.81 (2)
	FY 2026 Classroom Site Fund Budget Lunit (Sum of lines 12 through 17)
0	Adjustments to FY 2026 Classroom Site Fund Budget Limit (1)
75£,75£,£	FY 2026 Classroom Site Fund allocation, provided by ADE based on: \$842
015,751	Interest earned in the Classroom Site Fund in FY 2025
4,042,004	Unexpended Budget Balance (line 12 minus 13)
261,885,2	to date plus estimated expenditures through fiscal year-end.)
	FY 2025 Actual expenditures (For budget adoption use actual expenditures
961'007'9	Budget, page 3, line 16)
	FY 2025 Classroom Site Fund Budget Limit (from FY 2025 latest revised

⁽¹⁾ This line may be used to recapture lost CSF budget capacity that resulted from underbudgeting in prior fiscal years. (2) The amounts budgeted on line 11 cannot exceed the respective amounts on this line.

^{6/16/2025 7:11} PM

Unrestricted Capital Outlay (UCO) Fund

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7 %1.81	000'08	₽ 2 L '0L		***************************************		000'09	30,000	Service Control of the Control of th		1.7	3000 Operation of Moninstructional Services (5)
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't %I'0	251,700	LIS'157	007,2		A CONTRACTOR OF THE PROPERTY OF THE	000'66	150,000			† +	2300, 2400, 2500, 2900 Administration
ε %5.0	1,493,700	779'987'I	002,8			203,000	000,052	005'550'1		3.5	2100, 2200 Students and Instructional Staff
				费用 盐 医复产层							2000 Support Services
.2 % £. £ \$-	3,050,000	6,532,834				000,022		000'005'7		77	notion instruction
				됐다면 보다.							Unrestricted Capital Outlay Fund 610 (6)
1 %0 001-	0	000'005			Santa a second record and Superiorisms					T	Unrestricted Capital Outlay Override (1)
Decresse	9707	2025	(excluding 6900)	0589	6831, 6832, 6833	0049	\$599	£Þ99-1 Þ 99	0440		
				£489 '7489 '1489							
Tucrease/	EX	FY	opject codes	Interest (4)	principal (3)	Бгорецу (2)	anpacubijon	(S) sbis	Rentals		Expenditures
%	Budget	Toriq	All other	1	Redemption of	"	software	lenotiourien 38			
		slatoT	┦ ″ ″ ′		• • • • •	1	Isnotiourizational	textbooks,			

1,336,000

1,336,000

000°5L

000°SL

The district has budgeted an amount in the UCO Fund equal to the Unrestricted Capital Budget Limit as calculated on Page 8 of 8.

0

721,937

LE6'IZL

076'861'01

096'861'01

LEP,860,8

000'005'7

LEP'861'9

-14.7% 12.

-39.2% 10.

Enter the amount budgeted in UCO for food service [amount will be used to determine district appropriate individual line items for Fund 610 and in the budget year total column. (I) Amounts in the Unrestricted Capital Outlay Override line I above must be included in the Expenditures budgeted in Unrestricted Capital Outlay (UCO) Fund for food service

0

71

3,555,500

005'555'8

Library books,

•	To shood no leqioning has , 000,27 \$ solves on bonds of its and in its and in its and in its and in its and it	, principal on leases of interest on leases of		Includes principal on Capital Equity I Includes interest on Capital Equity I
<u></u>	budgeted in the Unrestricted Capital Outlay Fund on lines 2-9 for the K-3 Reading din A.R.S. § 15-211,	(g). Expenditures, if any, Program as described	Latiqs C Spirate U Value C Value V Value V Value V V V V V V V V V V V V V V V V V V V	(2) South of object source. 5641 Library Books 5643 Instructional Aids 573X Vehicles 573X Tech Hardware & Software
000'08 \$	e matching requirements pursuant to CFR Title 7, \$210.17(a)]	compliance with stat		(2) Detail by object code:

910,000

000'015

Short-term

(Cannot exceed page 8, line 12)

Budgeted expenditures (lines 2-9)

Fund 610 (UCO)

Total budget limit expenditures (lines 10-11)

Maintained for spending after FY 2026 (budgeted carryforward)

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

xpenditures		Unrestricted Capital Outlay Fund 610		a baoa Bana		New School	1	o pung nəas(py	Managari et et et et e
		Y4 roing	Budget FY	Y4 roin	Budget FY	Y4 ron4	Budget FY	Y4 roin	Brdget FY
otal Fund Expenditures	ı.	046'861'01	7£4,891,8	000'000'9	066'848'4	0	0	000,08	0
elect (Object Codes Detail (1)									
6150 Classified Salaries	ح.ا	0		0		0		0	
6200 Employee Benefits	 ε	0		0		0		0	
6450 Construction Services	· }	2,000,000	7£0,034	000'000'\$	066'€ ⊅ ⊊'€	0		20,000	
6655 Short-term Noninstructional Software Subscription	`ç		000° <i>\$LL</i>						·
6710 Land and Improvements	, , , , , , , , , , , , , , , , , , ,	0		0	1	0		0	·
6720 Buildings and Improvements	- ,"	0	000 383	0	<u> </u>	0		0	
673X Furniture and Equipment 673X Vehicles]`6 _{'8}	874, E82	000,000,1	0	<u> </u>	0	_	0	
673 Х Тесіпоюду Нагамаге & Software	01	874,888	000'006	1,000,000	000'000'1	0		0	
6831, 6832, 6833 Redemption of Principal	111	1,000,000	200,000	0		0		0	
6841, 6842, 6843, 6850, 6860 Interest and Debt-Issuance Costs	17.	0		0		0		0	_
Total (lines 2-12)	.81	250,245,052	7£0,020,E	000'000'9	066'843'7	0	0	000'09	0
otal amounts reported on lines 2-12 above for:									
Renovation	` †Î	720,000	LE0'09+	000,000,2	066'E+S'E			0	
Ием Солятисйол	·\$1	0		0		0		0	
Other	'91	2,092,052	000'09†'E	1,000,000	1,000,000	0		000'0\$	
Total (lines 14-16, must equal line 13)	'LT	5,342,052	7£0,029,5	000'000'9	066'8†5'†	0	0	000'05	0

⁽¹⁾ Lines 2-12 may not include all budgeted expenditures of the fund. Total budgeted expenditures for each fund should be included on Line L.

Total Instructional Improvement Fund (lines 1-4)			864,678	.8 876,462 S		dicate amount budgeted in Fund 500 for M&O purposes		
Instructional Improvement Programs (M&O purposes)			000'06	't ⁻ 000'06	ı) E	rom Supplement, line 10 and line 20, respectively.		
Dropout Prevention Programs (M&O purposes)		7	0	'ε				
Class Size Reduction		7	000'06	90,000 2.				
Teacher Compensation Increases		7	849'48	¹I 8/9°1⁄8	' Þ	951Transportation Services_	799,622	'\$Ll
tional Improvement Fund Expenditures (020)		· 	Prior FY	Budget FY	.ε	6 OPEB	0	
(V-1) 11 E1 E			•		7	955 Intergovernmental Agreements	ELE'EI	·ει
Total Special Projects (lines 21 and 32)	00'89	52.23	805,715,8	*EE ZEO*8ES*9	Ï	9—Self-Insurance	0	
Total State Project Funds (lines 22-31)	00°L	ST.8	790,524	.25, 250,628		Internal Service Funds 950-989		
Other State Projects	00°L	S7.8	790'857	18 290,628	7 E	Other F855 BE Health Benefits and WC	4,138,055	Έξ' τ
460 Environmental Special Plate	00.0		0	:08	_33 <u>_</u>	850 Student Activities	966,602	501
456 College Credit Exam Incentives	00.0		0	·6Z	35.	720 Impact Aid Revenue Bond Debt Service	0	
450 Giffed Education	00'0		0	-82	31.	700 Debt Service	3,500,000	00ς'ε
435 Academic Contests	00.0		0	.T2	300	691 Building Renewal Grant	1,400	[
430 Chemical Abuse Prevention Programs	00.0		0	'97	08 67	686 Emergency Deficiencies Correction	ZLI'0S	. S
425 Adult Basic Education	00.0		0	.25.	78.	665 Energy and Water Savings	0	
420 Ext. School Yr Pupils with Disabilities	00.0		0	†Z	7.2	660 Condemnation	0	
410 Early Childhood Block Grant	00.0		0	'ΕΖ	'97	650 Gifts and Donations-Capital	0	
400 Vocational Education	00.0	·· ··· · · · · · · · · · · · · · · ·	10	77	25.	639 Impact Aid Revenue Bond Building	0	
rojects FIE & expenditures			"	~~	5¢	597 Arizona Industry Credentials Incentive	0	
Total Federal Project Funds (lines 1-20)	100.15	05.38	944,448	12. 076,800,8	.23.	596 Career Technical Education	0	
699 Federal Impact Aid (Construction)	00.0	03 33	0	02	22.	595 Advertisement	0	
300-399 Other Federal Projects	34.00	34.00	₹5,572,534	.920,721,2	717	590 Grants and Giffs to Teachers	L91'S#	ε
878 Impact Aid	00.0	100.5	0	.81	.02	585 Insurance Refund	0	<u> </u>
374 E-Rate	00.0	 	000'011	71 000,011	.61	580 Teacherage	0	
253 Taylor Grazing Fees	00.0		0	91	18.	575 Unemployment Insurance	0	
349 Mational Forest Fees	00.0		0	·sī	7.7.1	570 Indirect Costs	822,787	09
290 Medicaid Reimbursement	00.0		000,082	250,000 14.	.91	565 Liugation Recovery	145,05)E
280 ESEA Title X - Homeless Education	00.0		0	.EI	'SI	555 Textbooks	915'77	7t
260-270 Vocational Education - Basic Grants	00.0		0	.21	'tl	550 Insurance Proceeds	911,161	981
250 AEA - Adult Education Pagic Graphs 920 Vecephoral Education	00.0		0	11.	.£I	545 School Opening	0	701
240 Workforce Investment Act			0		13	540 Fingerprint	0	
230 Johnson-O'Malley	00.0	+	0	01		535 Career & Technical Education Projects	10	
	00.0	00.8	\$60,076	8 859'965	11.	530 Gifts and Donations 530 Arts and Donation Projects	715'617	110
220 IDEA Part B 210 ESEA Title VI - Flexibility and Accountability		100 5		8 869 905	.01		148,754	
	00.0	1	0	, t	.6 .0	525 Auxiliary Operations 526 Extracurricular Activities Fees Tax Credit	529'97	051
NO ESEA Tide VII - Indian Education	00'0	1	0	·c	.8			t I
190 ESEA Title III - Limited Eng. & Immigrant Students	7'00		ELL'SVI	.è 127,111	.T	520 Community School	844,741	
170-180 ESEA Title V - Promote Informed Parent Choice	00.0	 	0	F COCHE	·9	SIN TOOL OCH SELECT	26t*t8	\$8 007't-
160 ESEA Title IV - 21st Century Schools	00.0	10017	69L'67L	E 586°457	'\$ ∞√√! :	510 Food Service	000'00Z'+	4,200
140-150 ESEA Title II - Prof. Dev. and Technology	00.0	00.I	£8t°9tt	7 718'90+	*	200 School Plant (2)	171,264	191
100-130 ESEA Title I - Helping Disadvantaged Children	19.00	16.50	764,806,2	'I 06L'179'I	£	072 Compensatory Instruction (1)	0	
l projects FTE & expenditures		3udget FY	Y4 toinq	Budget FY	7	071 English Language Learner (1)	0	
	ETE		I lla latoT	snoitons	Ή.	050 County, City, and Town Grants	0	
pecial projects					Эсре	lunds expenditures	Prior FY	Budget 1
, ,		<u></u>				***		

District name Fowler Elementary School District

County

CTD number 070445000 Version Adopted

^{*} Subject to adjustment prior to May 15 as allowed by A.R.S. Revisions are described in the instructions for these lines, as needed.

Calculation of FY 2026 Unrestricted Capital Budget Limit (A.R.S. Section 15-947.D)

Unrestricted Capital Budget Limit

(b) ADM/Transportation Audit Adjustment (c) Other:	10 Adjustment to UCBL for FY 2026 (A.R.S. Section 15-905.M) Include year(s) and descriptions, as applicable. (a) Prior Year Over Expenditures/Resolutions:	18. Interest Earned in Fund 610 in FY 2025 9. Monies deposited in Fund 610 from Division of School Facilities for donated land (A.R.S. §41-5741.F)	7. Unexpended Budget Balance in Fund 610 (line 5 minus 6) If negative, use zero in calculation, but show negative amount here in parentheses.	6. FY 2025 Fund 610 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	(from FY 2025 latest revised Budget, page 4, line 10) 5. Lesser of line 3 or the sum of line 4 and any positive adjustment on line 2	Adjusted Amount Available for FY 2025 Capital Expenditures (line 1 + 2) 4. Amount Budgeted in Fund 610 in FY 2025	Total UCBL Adjustment for prior years as notified by ADE on BUDG75 report (For budget adoption, use zero.)	1. FY 2025 Unrestricted Capital Budget Limit (UCBL) (from FY 2025 latest revised Budget, page 8, line 12)
\$ \$	69	\$ \$	⇔	\$	\$ \$	€	⇔	69
0	0	159,412	6,660,347	3,538,593	10,198,940 10,198,940	10,198,940	0	10,198,940

12. FY 2026 Unrestricted Capital Budget Limit (lines 7 through 11) (1)

11. Amount to be used for capital expenditures (from page 7, line 11)

₩

8,698,437 1,878,678

(1) The amount budgeted on page 4, line 10 cannot exceed this amount.

Adopted	Version	number 070445000	County Maricopa	District name Fowler Elementary School District 45

Supplement to school district annual expenditure budget for districts that budget for English language learners (A.R.S. §§15-756.04 and 15-756.11)

.02 %0.0	0	0	0		0	0	0	0	00.0	00.0	Total (lines 11-19) (to Budget, page 6, Other Funds, line 3)
·61 %0·0	0	0								00.0	2900 October 19
.81 %0,0	0	0	-							00.0	2700 Student Transportation 18.
7.1 %0.0	Ö	0								00.0	Z600 Operation & Maintenance of Plant
·9I %0·0	0	0								00.0	2500 Central Services 16.
'SI %0'0	0	0								00.0	.24 Chool Administration 15.
ʻ⊅I %0′0	0	0								00.0	A300 General Administration 14.
'EI %0'0	0	0								00.0	2200 Instructional Staff
.21 %0.0	0	0								00.0	2100 Students
											2000 Support Services
.II %0.0	0	0								00.0	I.I. notion more in 1000 I
											Compensatory Instruction Fund 072 (A.R.S. §15-756.11)
0.01 %0.0	0	0	0		0	0	0	0	00.0	00.0	Total (lines 1-9) (to Budget, page 6, Other Funds, line 2)
·6 %0·0	0	0		**************************************						00.0	2900 Other 9.
·8 %0·0	0	0								00'0	8 Σ700 Student Transportation
7 %0.0	0	0							į	00.0	7. To Operation & Maintenance of Plant
.9 %0.0	0	0		Andrew Control Control			·		Ī	00.0	2500 Central Services 6.
.2 %0.0	0	0								00.0	2400 School Administration 5.
't [*] %0'0	0	0			· · · · · · · · · · · · · · · · · · ·	·				00.0	A300 General Administration
.£ <mark>%0,0</mark>	0	0								00.0	2200 Instructional Staff 3.8
.2 %0.0	0	0								00.0	2100 Students 2.
											2000 Support Services
T %0'0	0	0								00.0	1000 Instruction
											English Language Learner Fund 071 (A.R.S. §15-756.04)
Decrease	9707	5707	0089	0049	0099	00\$9	0079	0019	ĿX	Ŀĸ	Ехрепдітитея
пстеазе/	FY	ŁX				6300, 6400,			Budget	roinq	
%	Budget	юпЯ	Other	Property	Supplies	Services	penetits	Salaries	E	I'A	English Language Learners Supplement
	गुर	noT	1			Purchased	Employee	L	<u> </u>		

Summary of School District Adopted Expenditure Budget

Version	CTD number
Adopted	070445000

I certify that the budget of adopted by the Governing Board on, Laura Lozoya Fowler Elementary School District District, Maricopa County for fiscal year 2026 was officially July 8, 2025, and that the complete Adopted Expenditure Budget may be reviewed by connecting at the District Office, telephone 623-707-4500 during normal business hours.

President of the Governing Board

1 Average Daily Membership:		Prior year	Budget year	Budget year 4. Average teacher salaries (A.R.S. §15-903.E)
	2024 ADM	2025 ADM	2026 ADM	1. Average salary of all teachers employed in FY 2026 (budget year) 72,547
				2. Average salary of all teachers employed in FY 2025 (prior year) 69,092
Amenang	3,309.6123	3,419,1967	3,416.3490	3,416,3490 3. Increase in average teacher salary from the prior year 3,455
2. Tax Rafes:		Prior FY	Est. Budget FY	Prior FY Est. Budget FY 4. Percentage increase 59
Primary and formation formula funding and hudges add	one por mentioned to			
t i tutal y take («Nontheauth) and tutaling and tutalist and tutalist and to be in secondary rate)	ous not refund to	1.6753	1.6416	Comments on average salary calculation (Optional): EOY FY 25 SERP Pro records - 1.6416 function/object 1000.6112 total \$9,465,621.61 divided by 137 (# of classroom teachers K-8 as
				of Mar 4 2025) = \$69,092.13. FY26 has a 5% increase. Assuming the same FY25 salaries +
Secondary rate (voter-approved overrides, bonds, and Career Technical	z Technical			5%, divided by the same # of teachers as FY25, results in \$9,938,902.6905 / 137 = 72,546.73
Education Districts, and desegregation, if applicable)		1.4513	1.4484	
3. Budgeted expenditures and Budget Limits:	Budgeted	Budgeted		
	Expenditures	Carryforward Budget Limit	Budget Limit	
Maintenance & Operation Fund	36,682,645	1,000,000	37,682,645	
Classroom Site Fund	5,601,761	1,915,090	7,516,851	
Unrestricted Capital Outlay Fund	6,198,437	2,500,000	8,698,437	

	Maintenance a	Maintenance and Operation Expenditures	enditures				
	Salaries and Benefits	d Benefits	Other	ler	TOTAL	TAL	% Inc./(Decr.)
	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY
100 Regular Education							
1000 Instruction	14,754,819	14,650,000	1,018,428	1,145,000	15,773,247	15,795,000	0.1%
2000 Support Services							
2100 Students	1,375,829	1,514,123	232,122	305,000	1,607,951	1,819,123	13.1%
2200 Instructional Staff	1,200,699	520,000	48,000	45,000	1,248,699	565,000	-54.8%
2300, 2400, 2500 Administration	4,160,852	4,079,259	2,296,496	2,307,000	6,457,348	6,386,259	-1.1%
2600 Oper/Maint of Plant	1,762,000	1,475,000	2,851,286	3,052,819	4,613,286	4,527,819	-1.9%
2900 Other	0	0	0	0	0	0	0.0%
3000 Oper. of Noninstructional Services	6,938	25,000	35,000	37,000	41,938	62,000	47.8%
610 School-Sponsored Cocurrie. Activities	û	0	0	0	0	0	0.0%
620 School-Sponsored Affiletics	0	17,500	450	12,950	450	30,450	6666.7%
630, 700, 800, 900 Other Programs	239,424	125,000	7,500	0	246,924	125,000	-49.4%
Regular Education Subsection Subtotal	23,500,561	22,405,882	6,489,282	6,904,769	29,989,843	29,310,651	-2.3%
200 and 300 Special Education							
1000 Instruction	2,739,406	2,244,146	853,000	000,008	3,592,406	3,110,146	-13.4%
2100 Students	385 ,350	363,290	861,338	966,000	1,246,688	1,329,290	6.6%
2200 Instructional Staff	o	123,000	2,500	29,358	2,500	152,358	5994.3%
2300, 2400, 2500 Administration	0	250,000	0	0	0	250,000	
2600 Oper./Maint. of Plant	0	0	200	0	200	0	-100.0%
2900 Other	0	0	0	0	a	0	0.0%
3000 Oper. of Noninstructional Services	Q	0	0	0	0	0	0.0%
Special Education Subsection Subtotal	3,124,756	2,980,436	1,717,038	1,861,358	4,841,794	4,841,794	0.0%
400 Pupil Transportation	1,328,951	1,345,000	759,647	873,000	2,088,598	2,218,000	6.2%
510 Desegregation	0	0	0	0	0	0	0.0%
530 Dropout Prevention Programs	0	0	0	0	0	0	0.0%
540 Joint Career and Technical Education							
and Vocational Education Center	.0	0	0	0	0	0	0.0%
550 K-3 Reading Program	293,990	312,200	0	0	293,990	312,200	6.2%
Budgeted Expenditures	28,248,258	27,043,518	8,965,967	9,639,127	37,214,225	36,682,645	-1.4%
Maintained for spending after FY 2026 (budgeted carryforward)				10 A		1,000,000	
TOTAL BUDGET LIMIT EXPENDITURES	28,248,258	27,043,518	8,965,967	9,639,127	37,214,225	37,682,645	1.3%

Summary of School District Adopted Expenditure Budget (Concl'd)

CTD number 070445000 Version Adopted

	Total	Total expenditures by fund	d	
	Budgeted Expenditures	penditures	\$ Increase/(Decrease)	% Increase/(Decrease)
Fund			from	from.
	Prior FY	Budget FY	Prior FY	Prior FY
Maintenance & Operation	37,214,225	36,682,645	(531,580)	-1.4%
Instructional Improvement	264,678	264,678	0	0.0%
English Language Learner	0	0	0	0.0%
Compensatory Instruction	0	0	0	0.0%
Classroom Site	6,400,196	5,601,761	(798,435)	-12.5%
Federal Projects	7,864,446	6,008,970	(1,855,476)	-23.6%
State Projects	453,062	529,062	76,000	16.8%
Unrestricted Capital Outlay	10,198,940	6,198,437	(4,000,503)	-39.2%
New School Facilities	0	0	0	0.0%
Adjacent Ways	50,000	0	(50,000)	-100.0%
Debt Service	3,500,000	3,500,000	0	0.0%
School Plant Fund	171,264	161,000	(10,264)	-6.0%
Auxiliary Operations	26,625	14,500	(12,125)	-45.5%
Bond Building	6,000,000	4,543,990	(1,456,010)	-24.3%
Food Service	4,200,000	4,200,000	0	0.0%
Other	6,335,114	6,026,518	(308,596)	-4.9%

M&O Fund Special Education Programs by type	ion Programs by type	
Program (A.R.S. §§15-761 and 15-903)	Prior FY	Budget FY
Total All Disability Classifications	4,579,294	4,579,294
Gifted Education	87,500	87,500
Remedial Education	0	0
ELL Incremental Costs	175,000	175,000
ELL Compensatory Instruction	0	0
Vocational and Technical Education (non-CTED)	0	0
Career Education (non-CTED)	0	0
Career Technical Education (CTED)	0	0
TOTAL	4,841,794	4,841,794

	Proposed staffing summary	AJEWINS OU			
Staff Type	Purchased Services Personnel FTE	Employee FTE	Total FTE	Staff-Pupil Ratio	ıil Ratio
Certified					
Superintendent, principals, other administrators	0	21	21	1 10	162.7
Teachers	12	137	149	l to	22.9
Other	25	30	55	1 10	62.1
Subtotal	37	188	225	1 to	15.2
Classified					
Managers, supervisors, directors	0	22	22	1 t o	155.3
Teachers aides	2	93	95	1 t o	36.0
Other	9	155	164	1 to	20.8
Subtotal	11	270	281	1 to	12.2
TOTAL	48	458	506	1 to	6.8
Special education					
Teacher	10	30	40	1 to	20.0
Staff	18	41	59	1 to	9.0

CTD number 070445000 Version Adopted

FY 2026 Truth in Taxation Work Sheet (A.R.S. Section 15-905.01)

Calculat A B.1. B.2 C.1. C.2	13.	10. 11.	مر	Adjustm 8.	7654	3. FY 2026
Calculations for Truth in Taxation Notice A. Sum of lines 11, 12, and 13 B.1. Current assessed value B.2. (Line 3 divided by line B.1) x \$10,000 C.1. Sum of lines 3, 11, 12, and 13 C.2. (Line C.1 divided by line B.1) x \$10,000	Amount to be levied in FY 2026 for Adjacent Way pursuant to A.R.S. §15-995 (from page 5, footnote 2) (1) Amount to be levied in FY 2026 for liabilities in excess of the Budget pursuant to A.R.S. §15-907 (1)	c. Amount over/(under) budget for small school adjustment (line 9.a minus line 9.b) Total (add lines 4 through 7 and line 8.c. and line 9.c.) Excess over Truth in Taxation Limit (1) (Line 10 minus line 3. If negative, enter zero.)	b. Sum of FY 2025 original budget amounts for programs above (from FY 2025 original budget amounts for programs above (from FY 2025 TNT work sheet, sum of lines 4, 5, and 6) c. Expenditures over/(under) original budget (line 8.a minus line 8.b) Small school adjustment a. FY 2025 final budget for small school adjustment b. FY 2025 original budget for small school adjustment (from FY 2025 TNT work sheet, line 7)	echnical Ec	Desegregation (no longer a primary levy, must be zero) Dropout prevention (from page 1, line 27) Joint Career and Technical Education and Vocational Education Center Small school adjustment (from page 7, line 4, columns A and B)	FY 2026 Truth in Taxation Base Limit (from FY 2025 TNT work sheet, line 3 + line 11) Deduction for discontinued programs Adjusted FY 2026 TNT Base Limit Adjusted FY 2026 TNT Base Limit Thelow. Click here for Instructions FY 2026 Budgeted Expenditures
\$ 0 \$ 1 2	6 6	0 0 0 8 8 8	G G	tional	\$ 5	(c)
						Primary property tax rate related to budgeted expenditures

- Ξ If an amount on line 11, 12, or 13 is greater than zero, the district must publish a Truth in Taxation Hearing Notice as described in A.R.S. §15-905.01.
- ${\mathfrak S}$ \$10,000 is used in these calculations to determine the amounts to include on the truth in taxation hearing notice for a \$100,000 home, as property taxes on residential properties are levied at 10% of the assessed valuation per A.R.S. §42-15003.

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000577040	CLD number	Fowler Elementary School District 45	District pame

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747,45E,4

amounts included on this tab are estimates. This tab presents information on the amount and planned use of the District's fund balance to increase transparency and provide decision-makers, other stacksholders, and the public more complete sinancial information. Other than the FY 2024 ending sund balance amounts, all

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			Funds						

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I. PY 2024, final ending fund balance A. Estimated FY 2025 fund balances and pianned uses in FY 2026 and thereafter

If the final ending fund balance reported above does not agree with the submitted FY 2024 AFR, revise the AFR and resubmit to ADE.

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3 Estimated FY 2025 ending fund balance

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Actio	on Item • July 8, 2025	X Action
C.2	Recommendation to Approval Amendment #4 - Intergovernmental Agreement between the Fowler Elementary School District and the City of Phoenix for the Head Start Program, July 1, 2025 – June 30, 2026	Information/Discussion
Subm	nitted by Dr. Michelle Berg, Assistant Superintendent for Ed	ducational Services

RECOMMENDATION:

It is recommended that the Governing Board approve Amendment #4 (attached) to the Intergovernmental Agreement (IGA) between the District and the City of Phoenix to provide funding in the amount of \$2,157,025.50 to the Head Start Birth to Five Program Early Childhood Education Services for the period of July 1, 2025 – June 30, 2026

It is further recommended that the Governing Board authorize the Superintendent to sign on behalf of the district.

The amendment has been reviewed and approved by District legal counsel.

BACKGROUND:

The funding breakdown is as follows:

Basic Head Start Program (Three and four-year-old children) \$1,340,477.50 Early Head Start Program (Birth through two-year-old children) \$816,548.00 Total IGA Amount - \$2,157,025.50

This IGA includes funding for an additional eight Early Head Start students.

The IGA, in its entirety, including the budget and funding documents, is attached.



City of Phoenix Contract Route Slip

Administrative Regulation (A.R.) 4.21 provides the policy for processing and executing contracts. It is the responsibility of departments to ensure contracts are executed according to City policies and other governing statutes. For additional contract guidance contact the Law Department or visit the Contract Resource Center on the City's Intranet.

Recommended routing order for signatures: (1) Contracting party (There are cases where the Contracting party requires the City to sign first. This is permissible. If you have questions, consult the Law Department.) (2) City Manager or designee* (A.R. 1.51 requires Delegation of Authority for designee.) (3) Law Department* (Some departments require review and signature by legal counsel to "Approve As To Form" prior to the Department Director's signature, so check with your Department.) and (4) City Clerk. (*Signature required prior to City Clerk attestation).

Only one contract original is requinal maintained electronically by the Contract Route Slip may delay processors Search Page within 72 hos	City Clerk Deparation Contract The Contract Occessing. Contract	artment. Route S itracts ar	The signatur lip MUST be e processed	e line for Cit e filled out o within 48 ho	y Clerk att ompletely ours of rec	testation MU and printed eipt and are	ST be on the on yellow par available via	same page as the er. An incomplete
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Document Type (Contract, Lease, IGA, Deed, MOU, License, Permit, etc.)	С	ontra	ct	All Original Signatures Required:		tures	☐YES ☑NO	
Name of Contracting Party/ Vendor(s):	Fowler Elementary School Distri				#45			
Contract Term:	7/1/202	4 - 6/3	5/30/2025 City Council Appro		oval?	¥ YES □ NO		
Execution Date:				Council Action Date: mm/dd/year		te:	4/17/2024	
Expiration Date:				RCA No.:			N/A	
Does this document contain information classified as confidential or restricted?(A.R. 1.90)	<u> </u>	ES 🗷	NO	Agenda I	Agenda Item No.:		31	
Does the contract require recording with the Maricopa County Recorder's Office?	□ YI	ES 🗷	NO	Ordinance or Resolution No.:		S-50769		
Special Instructions for City Clerk:								
Primary Contact:	Pame	ela M. Smith		Department:			Human Services	
Phone:	53	4-763	37	Email: pam.smith@		@phoenix.gov		
Cost Center or WBS for Lega (If Applicable)	l Services	8940	051116					
Law Department Use Only		ProLaw No.		lo.	o. Assigned Attorney			 y
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Law Departme	ent Time Stamp	-		:	<u>, , , , , , , , , , , , , , , , , , , </u>	City Clerk Tim	ne Stamp	22-2D Rev. 7/10



CITY OF PHOENIX, ARIZONA HUMAN SERVICES DEPARTMENT

FOWLER ELEMENTARY SCHOOL DISTRICT #45 FOR HEAD START BIRTH TO FIVE PROGRAM EARLY CHILDHOOD EDUCATION SERVICES

AGREEMENT NO.

Fowler Elementary School District #45 Unique Entity Identifier: SE9CJYAMWC94 CAGE / NCAGE: 64GT7

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INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF PHOENIX AND FOWLER ELEMENTARY SCHOOL DISTRICT #45

This **Intergovernmental Agreement (IGA)** is made and entered into this <u>1st</u> of <u>July 2024</u> ("the Effective Date") by and between the City of Phoenix, Arizona, a municipal corporation of the State of Arizona (hereinafter referred to as "City"), and Fowler Elementary School District #45, a political subdivision of the State of Arizona (hereinafter referred to as "District").

RECITALS

- 1. The City Manager of the City of Phoenix, Arizona, is authorized by the provisions of the City Charter to execute contracts for early childhood education services.
- 2. The City desires to obtain the services specifically set forth in this Contract.
- **3.** The City procured these professional services in accordance with the Phoenix City Code and Administrative Regulation 3.10.
- **4.** The District possesses the skills and expertise necessary to provide such services as desired by the City.
- 5. This Contract is authorized by City Council Ordinance S-50769 on April 17, 2024.

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. TERM OF AGREEMENT

- **1.1.** This Contract begins on July 1, 2024, for a 1-year contract term. The Contract may be extended for up to 4 one-year options for a total aggregate contract term of 5 years.
- **1.2.** This Contract will terminate upon the earliest occurrence of any of the following:
 - 1.2.1. Reaching the end of the term exercised as set forth in 1.1;
 - **1.2.2.** Completing the services set forth in the Scope of Work attached as **Section I, Scope of Work** (the "Services");
 - **1.2.3.** Payment of the maximum compensation under Paragraph 2 of this Contract; or
 - **1.2.4.** Termination pursuant to the provisions of this Contract.

2. PAYMENT

2.1. The City shall pay the District for all Services satisfactorily performed under this Contract at the rate(s) specified in their Line-Item Budget, including all reasonable and necessary travel expenses, if approved in advance by the City and included in the Line-Item Budget and Narrative. Under this Contract, the City will pay for Services at the rate(s) specified in the Line Item and Budget Narrative that comply with the requirements for Reimbursable Expenses as outlined below with no additional charges for overhead, benefits, local travel or administrative support. Payment will be made in proportion to the Services performed and no more than 90% of the total contract price will be paid before the work is totally completed and accepted by the City.

The District must expend a minimum of 98% of the Reimbursement Ceiling amount during the Contract term. Failure to do so may result, at the City's option, in a reduction of the award amount in the following Contract period or a determination not to renew the Contract at the expiration of the term.

If additional funding is allocated, the City will execute an amendment reflecting the increase. Under no circumstances will the City authorize payment to the District that exceeds the Reimbursement Ceiling stated in the Contract without an amendment thereto in accordance with the Amendment section of these terms and conditions. Under no circumstances will the City make payment to the District for Services performed prior to or after the term of this Contract without timely extension or renewal of this Contract.

2.2. Invoicing

The District shall provide monthly invoices for payment in the format provided by the City by the 15th calendar day of the month following the month of service (e.g., the report for July services is due by August 15). The District is required to upload a cover sheet, monthly invoice, and supporting documentation and fulfill a 25% in-kind obligation for the submitted invoice in ChildPlus.

Additionally, the District will upload into ChildPlus an Administrative Expense Report on the 15th calendar day of the month following the end of each quarter. The District shall report expenditures on the invoice with costs incurred in accordance with the approved budget. The City will withhold payment of the monthly invoice until all required monthly reports, as outlined in the Scope of Work, Section 3, Reporting Requirements, are submitted. The District may submit invoices for reimbursement bi-monthly in the format provided by the City. The bi-monthly invoice must include a cover sheet, invoice, supporting documentation, and in-kind report as provided by the City. The District shall report expenditures on the invoice with costs incurred in accordance with the approved budget. Invoices will be uploaded to ChildPlus.

2.3. Payment Recoupment

The District must reimburse the City upon demand, or the City may deduct from future payments due to the following:

- a) Any amounts received by the District from the City for Services which have been inaccurately reported or are found to be unsubstantiated.
- b) Any amounts paid by the District to a subcontractor not authorized in writing by the City.
- Any amount or benefit paid directly or indirectly to an individual or organization not in accordance with the information disclosed in a Substantial Interest Disclosure statement.
- d) Any amount paid by the City for Services that duplicate Services covered by other specific grants and agreements.
- e) Any amounts expended for items or purposes determined unallowable by the City.
- f) Any amounts paid by the City for which the District's books, records, and other documents are not sufficient to clearly substantiate that the District used those amounts to perform Services.
- g) Any amount identified as a financial audit exception.
- h) Any amounts paid or reimbursed in excess of this Contract or service Reimbursement Ceiling. Any amounts paid to the District that are subsequently determined to be defective pursuant to the Certification of Cost or Pricing Data section of these terms and conditions.
- i) Payments made for Services rendered before the Contract commencement or after the Contract termination date.

2.4. Expenses

The District will demonstrate good judgment when incurring costs that are considered a Reimbursable Expense while conducting business for the City. All Reimbursable Expenses will be reasonable and prudent. Generally, Reimbursable Expenses include:

<u>Business Expenses</u>: If applicable, receipts for business expenses must be submitted with all requests for payment. Business expenses that require receipts include, but are not limited to, express mail, delivery services, messenger services, and outside printing.

Office Expenses: If applicable, requests for reimbursement of office expenses must be submitted with a description of the task, including how the expense was incurred. Examples of office expenses needing documentation include, but are not limited to, telephone, internal printing/copies (not to exceed 0.15 cents per page for black-and-white copies), postage, facsimiles (long-distance charges only), and supplies.

2.5. No Advance Payments

Advance payments are not authorized. Payment will be made only for actual services that have been received unless addressed specifically in the Scope of Work for subscription services.

2.6. Fund Appropriation Contingency

The District recognizes that any contract entered into will commence upon the day first provided and continue in full force and effect until termination in accordance with its provisions. The District and the City herein recognize that the continuation of any contract after the close of any given fiscal year of the City, which ends on June 30th of each year, will be subject to the approval of the budget of the City providing for or covering such contract item as an expenditure therein. The City does not represent that said budget item will be actually adopted, said determination being the determination of the City Council at the time of the adoption of the budget.

3. SCOPE OF WORK AND SPECIAL TERMS AND CONDITIONS

The District will provide early childhood education services that will be in accordance with the Scope of Work as set forth in **Section I – Scope of Work**, which may be supplemented with additional detail from time to time during the term of the Contract, and that is satisfactory to the City. In performing these services, the District will also specifically comply with the applicable **Special Terms and Conditions** that are set forth in **Section II**. The District will upload required reports using ChildPlus according to **Section 3**, **Reporting Requirements** of the **Scope of Work**.

4. INDEMNIFICATION AND INSURANCE REQUIREMENTS – SEE SECTION III.

5. CONTRACT INTERPRETATION

5.1. Applicable Law

This Contract will be governed by the laws of the State of Arizona, and suits pertaining to this Contract will be brought only in Federal or State courts in Maricopa County, State of Arizona.

5.2. Contract Order of Precedence

In the event of a conflict in the provisions of the Contract, as accepted by the City and as they may be amended, the following will prevail in the order set forth below:

5.2.1. Special Terms and Conditions

- 5.2.2. Standard Terms and Conditions
- **5.2.3.** Amendments
- **5.2.4.** Scope of Work
- 5.2.5. Exhibits

5.3. Organization – Employment Disclaimer

- 5.3.1. The parties agree that the District is providing the Services under this Contract on a part-time and/or temporary basis and that the relationship created by this Contract is that of independent contractors. Neither the District nor any of the District's agents, employees, or helpers will be deemed to be the employee, agent, or servant of the City. The City is only interested in the results obtained under this Contract; the manner, means, and mode of completing the same are under the sole control of the District.
- 5.3.2. This Contract is not intended to constitute, create, give rise to, or otherwise recognize a joint venture, partnership, or formal business association or organization of any kind, and the rights and obligations of the parties will be only those expressly set forth in this Contract. The parties agree that no individual performing under this Contract on behalf of the District will be considered a City employee and that no rights of City Civil Service, City retirement, or City personnel rules will accrue to such individual. The District will have total responsibility for all salaries, wages, bonuses, retirement, withholdings, worker's compensation, other employee benefits, and all taxes and premiums appurtenant thereto concerning such individuals and will save and hold harmless the City with respect thereto.

5.3.3. Severability

The provisions of this Contract are severable to the extent that any provision or application held to be invalid will not affect any other provision or application of the Contract which may remain in effect without the invalid provision or application.

5.3.4. Non-Waiver of Liability

The City of Phoenix, as a public entity supported by tax monies in execution of its public trust, cannot agree to waive any lawful or legitimate right to recover monies lawfully due to it. Therefore, any District agrees that it will not insist upon or demand any statement whereby the City agrees to limit in advance or waive any right the City might have to recover actual lawful damages in any court of law under applicable Arizona law.

5.3.5. Parole Evidence

This Contract is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of this Contract. No course of prior dealings between the parties and no usage in the trade will be relevant to supplement or explain any term used in this Contract. Acceptance or acquiescence in a course of performance rendered under this Contract will not be to determine the meaning of this Contract even though the accepting or acquiescing party has knowledge of the nature of the performance and the opportunity to object.

6. CONTRACT ADMINISTRATION AND OPERATION

6.1. Records

All books, accounts, reports, files, and other records relating to the Contract will be subject to inspection and audit by the City at all reasonable times for five years after completion of the Contract. Such records will be produced at a City of Phoenix office as designated by the City. Confidentiality will be maintained, and the City will not violate any proprietary or other confidentiality agreements the District has in place.

6.2. Discrimination Prohibited

The District agrees to abide by the provisions of the Phoenix City Code Chapter 18, Article V, as amended. Any contractor, in performing under this Contract, will not discriminate against any worker, employee or applicant, or any member of the public because of race, color, religion, sex, national origin. age, or disability nor otherwise commit an unfair employment practice. The supplier and/or lessee will take action to ensure that applicants are employed and employees are dealt with during employment without regard to their race, color, religion, sex, national origin, age, or disability and adhere to a policy to pay equal compensation to men and women who perform jobs that require substantially equal skill, effort and responsibility, and that are performed within the same establishment under similar working conditions. Such action will include but not be limited to the following: Employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The supplier further agrees that this clause will be incorporated in all subcontracts with all labor organizations furnishing skilled, unskilled, and union labor or who may perform any such labor or services in connection with this Contract. The District further agrees that this clause will be incorporated in all subcontracts, job-contractor agreements, or subleases of this Contract entered into by the supplier/lessee.

6.3. Equal Employment Opportunity and Pay

In order to do business with the City, the District must comply with Phoenix City Code, 1969, Chapter 18, Article V, as amended, Equal Employment Opportunity Requirements. The District will direct any questions in regard to these requirements to the Equal Opportunity Department, (602) 262-6790.

For a District with 35 Employees or Fewer

The District, in performing under this Contract, shall not discriminate against any worker, employee, applicant, or any member of the public because of race, color, religion, sex, national origin, age, or disability, nor otherwise commit an unfair employment practice. The District will ensure that applicants are employed and that employees are dealt with during employment without regard to their race, color, religion, sex, national origin, age, or disability. Such action shall include but not be limited to the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The District further agrees that this clause will be incorporated in all subcontracts related to this Contract that involve furnishing skilled, unskilled, and union labor or who may perform any such labor or services in connection with this Contract. The District further agrees that this clause will be incorporated in all subcontracts, job-contractor agreements, or subleases of this Contract entered into by the supplier/lessee.

For a District with More than 35 Employees

The District, in performing under this Contract, shall not discriminate against any worker, employee, applicant, or any member of the public because of race, color, religion, sex, national origin, age, or disability, nor otherwise commit an unfair employment practice. The District will ensure that applicants are employed and employees are dealt with during employment without regard to their race, color, religion, sex, national origin, age, or disability, and shall adhere to a policy to pay equal compensation to men and women who perform jobs that require substantially equal skill, effort, and responsibility, and that are performed within the same establishment under similar working conditions. Such action shall include but not be limited to the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The District further agrees that this clause will be incorporated in all subcontracts with all labor organizations furnishing skilled, unskilled, and union labor or who may perform any such labor or services in connection with this Contract. District further agrees that this clause will be incorporated in all subcontracts, job-contractor agreements, or subleases of this Contract entered into by the supplier/lessee. The District further agrees not to discriminate against any worker, employee or applicant, or any member of the public, because of sexual orientation or gender identity, or expression and shall ensure that

applicants are employed and employees are dealt with during employment without regard to their sexual orientation or gender identity or expression.

6.4. Documentation

Suppliers and lessees may be required to provide additional documentation to the Equal Opportunity Department affirming that a nondiscriminatory policy is being utilized.

6.5. Monitoring

The Equal Opportunity Department shall monitor the employment policies and practices of the suppliers and lessees subject to this article as deemed necessary. The Equal Opportunity Department is authorized to conduct on-site compliance reviews of selected firms, which may include an audit of personnel and payroll records, if necessary.

7. LEGAL WORKER REQUIREMENTS

- 7.1. The City is prohibited by Arizona Revised Statutes § 41-4401 from awarding a contract to any District who fails, or whose subcontractors fail, to comply with Arizona Revised Statutes § 23-214(A). Therefore, District agrees that:
 - The District and each subcontractor it uses warrants their compliance with all federal immigration laws and regulations that relate to their employees and their compliance with Arizona Revised Statutes § 23-214, subsection A.
 - A breach of warranty herein will be deemed a material breach of the Contract and is subject to penalties up to and including termination of the Contract.
 - The City retains the legal right to inspect the papers of the District or subcontractor employee(s) who work(s) on this Contract to ensure that the District or subcontractor is complying with the warranty herein.

8. HEALTH, ENVIRONMENTAL AND SAFETY REQUIREMENTS

The District's products, services, and facilities will be in full compliance with all applicable Federal, State, and local health, environmental, and safety laws, regulations, standards, codes, and ordinances, regardless of whether or not they are referred to by the City.

At the request of City representatives, the District will provide the City:

8.1. Environmental, safety, and health regulatory compliance documents (written safety programs, training records, permits, etc.) applicable to services provided by the District in this Contract.

8.2. A list of all federal, state, or local (EPA, OSHA, Maricopa County, etc.) citations or notices of violations issued against their firm or their subcontractors, including dates, reasons, dispositions, and resolutions.

The City will have the right, but not the obligation, to inspect the facilities, transportation or vessels, containers, and disposal facilities provided by the District or subcontractor. The City will also have the right to inspect operations conducted by the District or subcontractor in the performance of this Contract. The City further reserves the right to make unannounced inspections of the District's facilities (during normal business hours).

9. COMPLIANCE WITH LAWS

The District agrees to fully observe and comply with all applicable Federal, State, and local laws, regulations, standards, codes, and ordinances when performing under this Contract regardless of whether they are being referred to by the City. The District agrees to permit City inspection of the District's business records, including records to verify any such compliance.

Because the District will be acting as an independent contractor, the City assumes no responsibility for the District's acts.

10. LAWFUL PRESENCE REQUIREMENT

Pursuant to A.R.S. §§ 1-501 and -502, the City of Phoenix is prohibited from awarding a contract to any natural person who cannot establish that he or she is lawfully present in the United States. In order to establish a lawful presence, this person must produce qualifying identification and sign a City-provided affidavit affirming that the identification provided is genuine. This requirement will be imposed at the time of contract award. In the event the prevailing responder is unable to satisfy this requirement, the City will offer the award to the next-highest-scoring responder. The law does not apply to fictitious entities such as corporations, partnerships, and limited liability companies.

11. CONTINUATION DURING DISPUTES

The District agrees that notwithstanding the existence of any dispute between the parties, insofar as is possible, under the terms of the Contract, the District will continue to perform the obligations required of the District during the continuation of any such dispute unless enjoined or prohibited by an Arizona Court of competent jurisdiction.

12. FUND APPROPRIATION CONTINGENCY

The District recognizes that any contract entered into will commence upon the day first provided and continue in full force and effect until termination in accordance with its provisions. The District and the City herein recognize that the continuation of any contract after the close of any given fiscal year of the City, which ends on June 30th of each year will be subject to the approval of the budget of the City providing for or covering such contract item as an expenditure therein. The City does not represent

that said budget item will be actually adopted, said determination being the determination of the City Council at the time of the adoption of the budget.

13. CONTRACT CHANGES

13.1. Contract Amendments

Contracts will be modified only by a written contract amendment signed by persons duly authorized to enter into contracts on behalf of the District. No verbal agreement or conversation with any officer, agent, or employee of the City, either before or after execution of the Contract, will affect or modify any of the terms or obligations contained or to be contained in the Contract. Any such verbal agreements or conversations shall be considered as unofficial information and in no way binding upon the City or the District. All agreements shall be in writing and contract changes shall be by written amendment signed by both parties.

13.2. Assignment - Delegation

No right or interest in this Contract nor monies due hereunder will be assigned in whole or in part without written permission of the City, and no delegation of any duty of the District will be made without prior written permission of the City, which may be withheld for good cause. Any assignment or delegation made in violation of this section will be void.

13.3. Non-Exclusive Contract

The contract resulting from this solicitation was awarded with the understanding and agreement that it is for the sole convenience of the City. The City reserves the right to obtain like or services from another source when necessary.

14. FORCE MAJEURE

Except for the payment of sums due, neither party will be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Force majeure will not include a late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition.

If either party is delayed at any time in the progress of the work by force majeure, the delayed party will notify the other party in writing of such delay as soon as is practical of the commencement thereof and will specify the causes of such delay in such notice. Such notice will be hand-delivered or mailed certified-return receipt and will make a specific reference to this provision, thereby invoking its provisions. The delayed party will cause such delay to cease as soon as practicable and will notify the other party in writing when it has done so. The time of completion will be extended by contract modification for a period of time equal to the time that results or

effects of such delay prevent the delayed party from performing in accordance with this Contract.

15. CITY'S CONTRACTUAL RIGHTS

15.1. Whenever one party to this Contract in good faith has reason to question the other party's intent to perform, the former party may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within five days, the demanding party may treat this failure as an anticipatory repudiation of this Contract.

15.2. Non-Exclusive Remedies

The rights and remedies of the City under this Contract are non-exclusive.

15.3. Default in One Installment to Constitute Breach

Each installment or lot of the Contract is dependent on every other installment or lot, and delivery of non-conforming goods or default of any nature under one installment or lot will impair the value of the whole Contract and constitute a total breach of the Contract as a whole.

15.4. On Time Delivery

Because the City is providing services that involve the health, safety, and welfare of children, service delivery is of the essence. Reports must be submitted in accordance with **Section 3**, **Reporting Requirements of the Scope of Work**.

15.5. Default

In case of default by the District, the City may, by written notice, cancel this Contract and may recover the excess costs by deduction from an unpaid balance due or other remedies as provided by law.

15.6. Covenant Against Contingent Fees

The District warrants that no person or agent has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employers or bona fide established commercial or selling agencies maintained by the District for the purpose of securing business. For breach or violation of this warranty, the City will have the right to annul the Contract without liability or in its discretion to deduct from the Contract price a consideration, or otherwise recover the full amount of such commission, brokerage, or contingent fee.

15.7. Work Product, Equipment and Materials

All work product, equipment, or materials created or purchased under this Contract belongs to the City and must be delivered to the City at the City's

request upon termination of this Contract. The District agrees to assign to the City all rights and interests the District may have in materials prepared under this Contract that are "works for hire" within the meaning of the copyright laws of the United States, including any right to derivative use of the material.

16. TERMINATION OR SUSPENSION OF SERVICES

16.1. City's Right to Terminate

The City reserves the right to terminate this Contract without cause or to abandon the Services or any part of the Services not then completed by notifying the District in writing.

16.2. Termination for Default

The City reserves the right to terminate this Contract, in whole or in part, upon 15 days prior written notice specifying the effective date and the reasons for it due to the failure of District to comply with any term and condition of this Contract, including compliance with the Scope of Work, budget considerations, submittal of reports or the consistent furnishing of incorrect or incomplete reports or records, failure to cooperate with the City, compliance with any corrective action plan, or compliance with any federal, state, and/or local laws. The City may also terminate this Contract for ineffective or improper use of funds provided under this Contract or as necessary to protect Federal funds. The City may terminate this Contract immediately if the City determines that the health, welfare, or safety of service recipients is endangered.

16.3. Notification to Subcontractor of Termination

In the event this Contract is terminated, with or without cause, or expires, the District, upon receipt of the written notice, shall notify all subcontractors in writing of the effective date of the termination and minimize all further costs to the City.

16.4. Termination by District

The District may terminate this Contract, in whole or in part, upon 90 days prior written notice to the City specifying the effective date. The District must continue to provide Services through the end of the school year or until another District suitable to the City is identified and begins providing Services.

16.5. Continuation of Performance Through Termination

Each party shall continue to perform, in accordance with the requirements of this Contract, up to the date of termination, as directed by the City. In the event of termination, all Contract documents, data, and reports shall become the property of the City and be delivered upon request. The District shall be entitled to receive just and equitable compensation for work in progress,

work completed, and materials accepted up to the effective date of the termination. Notwithstanding such provision, the District shall not be relieved of liability to the City for such damages sustained by the City due to any breach of this Contract by the District, and the City may withhold any payments to the District for the purpose of off-set until such time as the exact amount of damages due from the District is determined. Whenever determined appropriate by the City, the District shall assist the City in the transition of Services to other service providers or to the City.

16.6. Transition of Activities

If a contract is awarded to a new service provider for similar Services currently being performed by the District, the City's authorized representative will coordinate all transition activities. During the transition period, the District shall work closely with the new service provider's personnel and/or City's staff to ensure a thorough transfer of duties and responsibilities. The City reserves the right to determine which service delivery almost completed will remain with the current service provider of record.

16.7. Predecessor and Successor Agreements

The execution or termination of this Contract shall not be considered a waiver by the City of all rights it may have for damages suffered through a breach of this or a prior agreement with the District.

16.8. Contract Cancellation

All parties acknowledge that the City of Phoenix may cancel this Contract pursuant to Section 38-511, Arizona Revised Statutes.

17. FINAL PAYMENT

17.1. Payment

The City will make final payment for all Services performed and accepted within 60 days after the District has delivered to the City any final progress reports, documentation, materials, and evidence of costs and disbursement as required under this Contract. Any use by the City of preliminary reports, raw data, or other incomplete material returned by the District will be at the City's sole risk for such use.

17.2. Temporary Suspension

The City may, by written notice, direct the District to suspend performance on all or any part of the Services for such period of time as may be determined by the City to be necessary or desirable for its convenience. If such suspension causes additional expense to the District in performance and not due to fault or negligence of the District, the payment will be adjusted on the basis of actual costs resulting directly from the suspension, and the period for performance of the Services will be extended by mutual agreement. Any claim by the District for a price adjustment must be

supported by appropriate documentation asserted promptly after the District has been notified to suspend performance.

18. NO ORAL ALTERATIONS

No alteration or variation of the terms of this Contract will be binding on the parties herein unless such alteration or variation is in writing and signed by each of the parties to this Contract. No oral understanding or agreement not incorporated in this Contract will be binding on any of the parties herein.

19. INTEGRATION

This Contract constitutes and embodies the full and complete understanding and agreement of the parties hereto and supersedes all prior understandings, agreements, discussions, proposals, bids, negotiations, communications, and correspondence, whether oral or written. No representation, promise, inducement, or statement of intention has been made by any party hereto which is not embodied in this Contract, and no party will be bound by or liable for any statement of intention not so set forth.

20. GOVERNING LAW; FORUM; VENUE

This Contract is executed and delivered in the State of Arizona, and the substantive laws of the State of Arizona (without reference to choice of law principles) will govern their interpretation and enforcement. Any action brought to interpret or enforce any provision of this Contract that cannot be administratively resolved or otherwise related to or arising from this Contract will be commenced and maintained in the state or federal courts of the State of Arizona, Maricopa County, and each of the parties, to the extent permitted by law, consents to jurisdiction and venue in such courts for such purposes.

21. FISCAL YEAR CLAUSE

The City's fiscal year begins July 1st and ends June 30th each calendar year. The City may make payment for services rendered or costs encumbered only during a fiscal year and for a period of 60 days immediately following the close of the fiscal year under the provisions of Arizona Revised Statutes §42-17108. Therefore, the District must submit billings for services performed or costs incurred prior to the close of a fiscal year within ample time to allow payment within this 60-day period.

22. PROFESSIONAL COMPETENCY

22.1. Qualifications

The District represents that it is familiar with the nature and extent of this Contract, the Services, and any conditions that may affect its performance under this Contract. The District further represents that it is fully experienced and properly qualified, is in compliance with all applicable license requirements and is equipped, organized, and financed to perform such Services.

22.2. Level of Care and Skill

Services provided by the District will be performed in a manner consistent with that level of care and skill ordinarily exercised by members of the District's profession currently practicing in the same industry under similar conditions. Acceptance or approval by the City of the District's work will in no way relieve the District of liability to the City for damages suffered or incurred arising from the failure of the District to adhere to the aforesaid standard of professional competence.

23. SPECIFIC PERFORMANCE

The District agrees that in the event of a breach by the District of any material provision of this Contract, the City will, upon proper action instituted by it, be entitled to a decree of specific performance thereof according to the terms of this Contract. In the event the City will elect to treat any such breach on the part of the District as a discharge of the Contract, the City may nevertheless maintain an action to recover damages arising out of such breach. This paragraph is not intended as a limitation of such other remedies as may be available to the City under law or equity.

24. CONFIDENTIALITY

"Confidential Information" means all non-public, confidential, sensitive, or proprietary information disclosed or made available by the City to the District or its affiliates. employees, contractors, partners, or agents (collectively "Recipient"), whether disclosed before or after the Effective Date, whether disclosed orally, in writing, or via permitted electronic access, and whether or not marked, designated, or otherwise identified as confidential. Confidential Information includes but is not limited to user contents, electronic data, metadata, employment data, network configurations. information security practices, business operations, strategic plans, financial accounts, personally identifiable information, protected health information, protected criminal justice information, and any other information that by the nature and circumstance of the disclosure should be deemed confidential. Confidential Information does not include this document or information that: (a) is now or subsequently becomes generally available to the public through no wrongful act or omission of Recipient; (b) Recipient can demonstrate by its written records to lawfully have had in its possession prior to receiving such information from the City; (c) Recipient can demonstrate by its written records to have been independently developed by Recipient without direct or indirect use of any Confidential Information; (d) Recipient lawfully obtains from a third party who has the right to transfer or disclose it; or (e) the City has approved in writing for disclosure.

Recipient shall: (a) protect and safeguard Confidential Information with at least the same degree of care as the Recipient would protect its own Confidential Information, but in no event with less than a commercially reasonable degree of care, such as ensuring data is encrypted in transit and at rest and maintaining appropriate technical and organizational measures in performing the Services under the Contract; (b) not use Confidential Information, or permit it to be accessed or used, for any purpose other than in accordance with the Contract; (c) not use Confidential Information, or

permit it to be accessed or used, in any manner that would constitute a violation of law, including without limitation export control and data privacy laws; and (d) not disclose Confidential Information except to the minimum number of recipients who have a need to know and who have been informed of and agree to abide by confidentiality obligations that are no less restrictive than the terms of this Contract. If the Recipient is required by law or court order to disclose any Confidential Information, the Recipient will first give written notice to the City and provide the City with a meaningful opportunity to seek a protective order or limit disclosure.

Upon the City's written request or expiration of this Contract, whichever is earlier, the Recipient shall promptly return or destroy all Confidential Information belonging to the City that the Recipient has in its possession or control, at no additional costs to the City. After the return or destruction of the Confidential Information, the Recipient shall certify in writing its compliance with this paragraph.

If applicable, the District agrees to comply with all City information technology policies and security standards, as may be updated from time to time, when accessing City networks and computerized systems, whether onsite or remotely. In addition to, and not in lieu of, all other rights and remedies available to the City, the District will defend, indemnify, and hold the City harmless against all losses, claims, costs, attorneys' fees, damages, or proceedings arising out of District's breach of this Section (Confidentiality). The District's obligations pursuant to this Section (Confidentiality) shall not be subject to any limits of liability or exclusions as may be stated elsewhere in the Contract.

A violation of this Section shall be deemed to cause irreparable harm that justifies injunctive relief in court. At the City's discretion, a violation of this Section may result in immediate termination of this Contract without notice. The obligations of the District under this Section shall survive the termination of this Contract.

25. DATA PROTECTION

The parties agree that this Section shall apply to the City's Confidential Information and all categories of legally protected personally identifiable information (collectively "PII") that the District processes pursuant to the Contract. "Personally identifiable information" is defined in the Federal Privacy Council's Glossary, available at https://www.fpc.gov/resources/glossary/.

As between the parties, the City is the data controller and owner of PII, and the District is a data processor. In this Section, the term "process," "processing," or its other variants shall mean an operation or set of operations that is performed on PII, whether or not by automated means, including without limitation: collection, recording, copying, analyzing, caching, organizing, structuring, storage, adaptation, alteration, retrieval, transmission, dissemination, alignment, combination, restriction, erasure, or destruction.

25.1. When the District processes PII pursuant to the Contract, the District shall, at no additional cost to the City:

- 25.1.1. process PII only within the United States and only in accordance with the Contract and not for the District's own purposes, including product research, product development, marketing, or commercial data mining, even if the City's data has been aggregated, anonymized, or pseudonymized;
- 25.1.2. implement and maintain appropriate technical and organizational measures to protect PII against unauthorized or unlawful processing and against accidental loss, destruction, damage, theft, alteration or disclosure, including at a minimum, and as applicable, those measures specified by the National Institute of Standards and Technology (NIST) SP800-53; A.R.S. § 18-552 (Notification of System Breaches); A.R.S. § 44-7601 (Discard and Disposal of Personal Identifying Information Records); Health Information Technology for Economic and Clinical Health (HITECH) Act; Payment Card Industry Data Security Standards; and good industry practice; (When considering what measures are appropriate and in line with good industry practice, the District shall keep abreast of current regulatory trends in data security and the state of technological development to ensure a level of security appropriate to the nature of the data to be protected and the harm that might result from such unauthorized or unlawful processing or accidental loss, destruction, damage, theft, alteration or disclosure. At a minimum, the District will timely remediate any vulnerabilities found within its network that are rated medium or more critical by the Common Vulnerability Scoring System (CVSS); however, the District must remediate vulnerabilities that are rated critical within 14 days and vulnerabilities that are rated high within 30 days. If requested by the City, the District shall promptly provide a written description of the technical and organizational methods it employs for processing PII.)
- 25.1.3. not subcontract any processing of PII to any third party (including affiliates, group companies, or subcontractors) without the prior written consent of the City; and the District shall remain fully liable to the City for any processing of PII conducted by a sub-processor appointed by the District;
- 25.1.4. as applicable, implement and maintain appropriate policies and procedures to manage payment card service providers with whom the District shares sensitive financial information or cardholder data and provide the City with a Qualified Security Assessor Attestation of Compliance for Payment Card Industry Data Security Standards on an annual basis, but no later than within 30 days of attestation report completion;

- **25.1.5.** take reasonable steps to ensure the competence and reliability of the District's personnel or sub-processor who have access to the PII, including verifications and background checks appropriate to the security level required for such data access;
- **25.1.6.** maintain written records of all information reasonably necessary to demonstrate the District's compliance with this Contract and applicable laws;
- 25.1.7. allow the City or its authorized agents to conduct audit inspection during the term of the Contract, but no more than once per year, which may include providing access to the premises, documents, resources, and personnel of the District or the District's subcontractors in connection with the Services; provided however, the City may at its sole discretion accept a qualified and industry recognized independent third-party assessment report or certification (such as SSAE 18 SOC 2 or ISO/IEC 27001) provided by the District at no cost to the City in lieu of the audit inspection rights of this Section;
- 25.2. If the District becomes aware of any actual or potential data breach (each an "Incident") arising from the District's processing obligations pursuant to the Contract, the District shall notify the City at SOC@phoenix.gov without undue delay within 48 hours, and:
 - **25.2.1.** provide the City with a detailed description of the Incident, the type of data that was the subject of the Incident, and the identity of each affected person as soon as such information can be collected or otherwise becomes available;
 - **25.2.2.** take action immediately, at the District's own expense, to investigate the Incident and to identify, prevent, and mitigate the effects of the Incident and to carry out any recovery or other action necessary to remedy the Incident;
 - **25.2.3.** cooperate with the City in investigating the occurrence, including making available all relevant records, logs, files, data reporting, and other materials required to comply with applicable laws or as otherwise by the City; and
 - 25.2.4. do not directly contact any individuals who may be impacted by the Incident or release or publish any filing, communication, notice, press release, or report concerning the Incident without the City's prior written approval (except where required to do so by applicable laws).

In addition to, and not in lieu of, all other rights and remedies available to the City, the District will defend, indemnify, and hold the City harmless against all losses, claims, costs, attorneys' fees, damages, or proceedings arising out of the District's breach of this Section (Data Protection). The District's obligations pursuant to this Section (Data Protection) shall not be subject to any limits of liability or exclusions as may be stated elsewhere in the Contract.

A violation of this Section shall be deemed to cause irreparable harm that justifies injunctive relief in court. A violation of this Section may, at the City's discretion, result in immediate termination of this Contract without notice. The obligations of the District under this Section shall survive the termination of this Contract.

26. CONTACTS WITH THIRD PARTIES

- 26.1. The District or its subcontractors will not contact third parties to provide any information in connection to the Services provided under this Contract without the prior written consent of the City. Should the District or its subcontractors be contacted by any person requesting information or requiring testimony relative to the Services provided under this Contract or any other prior or existing Contract with the City, the District or its subcontractors will promptly inform the City, giving the particulars of the information sought and will not disclose such information or give such testimony without the written consent of the City or court order. The obligations of the District and its subcontractors under this Section will survive the termination of this Contract.
- 26.2. The District agrees that the requirements of this Section will be incorporated into all subcontractor agreements entered into by the District. It is further agreed that a violation of this Section will be deemed to cause irreparable harm that justifies injunctive relief in court. A violation of this Section may result in immediate termination of this Contract without notice.

27. SBE/DBE UTILIZATION

The City extends to each individual, firm, vendor, supplier, contractor, and subcontractor an equal economic opportunity to compete for City business and strongly encourages voluntary utilization of small and/or disadvantaged businesses to reflect both the industry and community ethnic composition. The use of such businesses is encouraged whenever practical.

28. AUDIT/RECORDS

28.1. The City reserves the right, at reasonable times, to audit the District's books and records relative to the performance of service under this Contract. All records pertaining to this Contract will be kept on a generally

accepted accounting basis for a period of five years following termination of the Contract.

28.2. If, following an audit of this Contract, the audit discloses the District has provided false, misleading, or inaccurate cost and pricing data, and the cost discrepancies exceed 1% of the total Contract billings, the District will be liable for reimbursement of the reasonable, actual cost of the audit.

29. NOTICES

29.1. Any notice, consent, or other communication ("Notice") required or permitted under this Contract will be in writing and either (1) delivered in person; (2) sent via e-mail, return receipt requested; (3) deposited with any commercial air courier or express delivery service; or (4) deposited in the United States mail, postage prepaid.

If to District:

Vincent Medina, Director, Early Childhood Fowler Elementary School District #45 1617 S. 67th Avenue Phoenix, AZ 85043 Office: 623,707,4576

Email: vmedina@fesd.org

If to City:

JoAnn Jackson, Program Coordinator City of Phoenix Human Services Department Education Division 200 W. Washington Street, 17th Floor Phoenix, AZ 85003-1611

Office: 602.534.1564 / Email: joann.jackson@phoenix.gov

Pamela M. Smith, Procurement Officer City of Phoenix Human Services Department Management Services Division 200 W. Washington Street, 18th Floor Phoenix, AZ 85003-1611

Office: 602.534.7637

Email: pam.smith@phoenix.gov

29.2. Notice will be deemed received: (1) at the time it is personally served; (2) on the day it is sent via e-mail; (3) on the second day after its deposit with any commercial air courier or express delivery service; or (4) five business days after the Notice is deposited in the United States mail as above provided.

Any time period stated in a Notice will be computed from the time the Notice is deemed.

29.3. Notices sent by e-mail and facsimile transmission will also be sent by regular mail to the recipient at the above address. This requirement for duplicate Notice is not intended to change the effective date of the Notice sent by e-mail.

30. DOCUMENTATION

30.1. Dissemination and Retention

There will be no dissemination or publication of any information gathered, or documents prepared in the course of the performance of the Services without the prior written consent of the City. Should the City, upon advice of counsel, deem it necessary, due to existing or anticipated litigation, to assert a legal privilege of protection and non-disclosure with regard to the subject matter of this Contract, then, and in that event, upon written demand, the District will relinquish to the possession and control of the City its entire file related to this Contract and only those portions of said file deemed by the City to be not privileged will be returned to District pending the resolution of the existing or anticipated litigation.

30.2. Format and Quality

All documents prepared by the District will be prepared in a format and at a quality approved by the City.

30.3. Document Review

The District will review all documents provided by the City related to the performance of the Services and will promptly notify the City of any defects or deficiencies discovered in such review.

30.4. Submittals

The District will provide timely and periodic submittals of all documents required of the District, including subcontracts, if any, as such become available to the City for review.

31. RELEASE OF INFORMATION — ADVERTISING AND PROMOTION

The District will not publish, release, disclose, or announce to any member of the public, press, official body, or any other third party: (1) any information concerning this Contract, the Services, or any part thereof; or (2) any documentation or the contents thereof, without the prior written consent of the City, except as required by law. The name of any site on which Services are performed will not be used in any advertising or other promotional context by the District without the prior written consent of the City.

32. CONFLICTS OF INTEREST

- 32.1. The District acknowledges that, to the best of its knowledge, information and belief, no person has been employed or retained to solicit or secure this Contract upon a promise of a commission, percentage, brokerage, or contingent fee, and that no member of the Phoenix City Council or any employee of the City has any financial interest in the consulting firm. For breach or violation of this warranty, the City will have the right to annul this Contract without liability, including any such commission, percentage, brokerage, or contingent fee.
- **32.2.** The City reserves the right to immediately terminate the Contract if it determines that the District has an actual or apparent conflict of interest.
- 32.3. Upon a finding by the City that gratuities in the form of entertainment, gifts or inducements were offered or given by the District, or any agent or representative of the District, to any officer or employee of the City for the purpose of securing this Contract, or securing favorable treatment with respect to the awarding, amending, or making of any determination with respect to the performance of this Contract, the City may, by one calendar day written notice to the District, terminate the right of the District to proceed under this Contract, provided that the existence of the facts upon which the City made such finding will be an issue and may be litigated in an Arizona court of competent jurisdiction. In the event of such termination, the City will be entitled to the same remedies against the District as could be pursued in the event of default by the District.
- **32.4.** This Contract is subject to the requirements of Arizona Revised Statues §38-511.

33. PUBLIC RECORDS

- 33.1. Notwithstanding any provisions of this Contract regarding confidentiality, secrets, or protected rights, the District acknowledges that all documents provided to the City may be subject to disclosure by laws related to open public records. Consequently, the District understands that disclosure of some or all of the items subject to this Contract may be required by law.
- 33.2. In the event the City receives a request for disclosure that is reasonably calculated to incorporate information that might be considered confidential by the District, the City agrees to provide the District with notice of that request, which shall be deemed given when deposited by the City with the USPS for regular delivery to the address of the District specified in their proposal. Within ten days of City notice by the City, the District will inform the City in writing of any objection by the District to the disclosure of the requested information. Failure by the District to object timely shall be

- deemed to waive any objection and any remedy against the City for disclosure.
- 33.3. In the event the District objects to disclosure within the time specified, the District agrees to handle all aspects related to the request, including properly communicating with the requestor and timely responding with information the disclosure of which the District does not object thereto. Furthermore, the District agrees to indemnify and hold harmless the City from any claims, actions, lawsuits, or any other controversy or remedy, in whatever form, that arises from the failure to comply with the request for information and the laws pertaining to public records, including defending the City in any legal action and payment of any penalties or judgments. This provision shall survive the termination of this Contract.

34. CLAIMS OR DEMANDS AGAINST THE CITY

- 34.1. District acknowledges and accepts the provisions of Chapter 18, Section 14 of the Charter of the City of Phoenix, pertaining to claims or demands against the City, including provisions therein for set-off of indebtedness to the City against demands on the City, and the District agrees to adhere to the prescribed procedure for presentation of claims and demands. Nothing in Chapter 18, Section 14 of the Charter of the City of Phoenix alters, amends or modifies the supplemental and complementary requirements of the State of Arizona Notice of Claim statutes, Arizona Revised Statutes §§ 12-821 and 12-821.01, pertaining to claims or demands against the City. If, for any reason, it is determined that the City Charter and state law conflict, then state law will control.
- 34.2. Moreover, nothing in this Contract will constitute a dispute resolution process, an administrative claims process, or a contractual term as used in Arizona Revised Statutes § 12-821.01(C), sufficient to affect the date on which the cause of action accrues within Arizona Revised Statutes § 12-821.01(A) and (B).

35. WAIVER OF CLAIMS FOR ANTICIPATED PROFITS

The District waives any claims against the City and its officers, officials, agents, and employees for loss of anticipated profits caused by any suit or proceeding, directly or indirectly, involving any part of this Contract.

36. THIRD-PARTY BENEFICIARY CLAUSE

The parties expressly agree that this Contract is not intended by any of its provisions to create any right of the public or any member thereof as a third party beneficiary nor to authorize anyone not a party to this Contract to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Contract.

37. NO ISRAEL BOYCOTT

If this Contract is valued at \$100,000 or more and requires the District (a company engaging in for-profit activity and having ten or more full-time employees) to acquire or dispose of services, supplies, information technology, or construction, then the District must certify and agree that it does not and will not boycott goods or services from Israel, pursuant to Title 35, Chapter 2, Article 9 of the Arizona Revised Statutes. Provided that these statutory requirements are applicable, the District, by entering this Contract, now certifies that it is not currently engaged in, and agrees for the duration of the Contract to not engage in, a boycott of goods or services from Israel.

38. NO FORCED LABOR OF ETHNIC UYGHURS

If this Contract requires the District (a company engaging in for-profit activity and having ten or more full-time employees) to acquire or dispose of services, supplies, information technology, goods, or construction, then pursuant to Title 35, Chapter 2, Article 10 of the Arizona Revised Statutes, the District must certify and agree that it and any contractors, subcontractors, or suppliers it utilizes do not and will not use the forced labor of ethnic Uyghurs in the People's Republic of China or any goods or services produced by such forced labor. Provided these statutory requirements are applicable, the District, by entering this Contract, now certifies it is not currently engaged in and agrees for the duration of the Contract to not engage in (a) the use of forced labor of ethnic Uyghurs in the People's Republic of China; (b) the use of any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; or (c) the use of any contractors, subcontractors, or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.

39. CONTRACTOR REQUIREMENTS FOR THE MITIGATION OF HEAT-RELATED ILLNESSES AND INJURIES IN THE WORKPLACE

Any District whose employees and contract workers perform work in an outdoor environment under this Contract must keep on file a written heat safety plan. The City may request a copy of this plan and documentation of all heat safety and mitigation efforts currently implemented to prevent heat-related illnesses and injuries in the workplace. The plan must also be posted where it is accessible to employees. At a minimum, the heat safety and mitigation plan and documentation required under this provision shall include each of the following as it relates to heat safety and mitigation:

- 1. Availability of sanitized, cool drinking water free of charge at locations that are accessible to all employees and contract workers.
- 2. Ability to take regular and necessary breaks as needed and additional breaks for hydration.
- 3. Access to shaded areas and/or air conditioning.
- 4. Access to air conditioning in vehicles with enclosed cabs. All such vehicles must contain functioning air conditioning by no later than May 1, 2025.

- Effective acclimatization practices to promote the physiological adaptations of employees or contract workers newly assigned or reassigned to work in an outside environment.
- 6. Conduct training and make it available and understandable to all employees and contract workers on heat illness and injury that focuses on the environmental and personal risk factors, prevention, how to recognize and report signs and symptoms of heat illness and injury, how to administer appropriate first aid measures and how to report heat illness and injury to emergency medical personnel.

The District further agrees that this clause will be incorporated in all subcontracts with subcontractors, sublicensees, or sublessees who may perform labor or services in connection with this contract. Additionally, the District agrees to require all subcontractors, sublicensees, or sublessees to include this clause in all contracts with any third party who is contracted to perform labor or services in connection with this contract. It is the District's obligation to ensure compliance by its subcontractors.

40. STATE AND LOCAL TRANSACTION PRIVILEGE TAXES

In accordance with applicable state and local law, transaction privilege taxes may be applicable to this transaction. The state and local transaction privilege (sales) tax burden and legal liability to remit taxes are on the District that is conducting business in Arizona and the City of Phoenix. Any failure by the District to collect applicable taxes from the City will not relieve the District from its obligation to remit taxes. If you have questions regarding your tax liability, please seek advice from a tax professional prior to submitting your offer. You may also find information at https://www.phoenix.gov/finance/plt or https://www.azdor.gov/Business.aspx. If the City finds overpayment of a project due to tax consideration that was not due, the District will be liable to the City for that amount, and by contracting with the City, the District agrees to remit any overpayments back to the City for miscalculations on taxes included in an offer price.

41. TAX INDEMNIFICATION

The District will pay all federal, state, and local taxes applicable to its operation and any persons employed by the District and require the same of all subcontractors. The District will hold the City harmless from any responsibility for taxes, damages, and interest, if applicable, contributions required under federal and/or state and local laws and regulations, and any other costs, including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation, and require the same of all subcontractors.

42. TAX RESPONSIBILITY QUALIFICATION

The District may be required to establish, to the satisfaction of the City, that any and all fees and taxes due to the City or the State of Arizona for any License or Transaction Privilege taxes, Use Taxes, or similar excise taxes are currently paid (except for matters under legal protest). The District agrees to a waiver of the

confidentiality provisions contained in the City Finance Code and any similar confidentiality provisions contained in Arizona statutes relative to State Transaction Privilege Taxes or Use Taxes. The District agrees to provide written authorization to the City Finance Department and to the Arizona State Department of Revenue to release tax information relative to Arizona Transaction Privilege Taxes or Arizona Use Taxes in order to assist the Department in evaluating the District's qualifications for and compliance with a contract for the duration of the term of the Contract.

43. CAPITAL IMPROVEMENT PROJECTS

The District will not enter into a subcontractor agreement or procure services for capital improvement or maintenance projects without prior written authorization from the City. Any work or materials furnished by the District without prior written authorization will be at the District's risk, cost, and expense, and the District agrees to submit no claim for compensation or reimbursement for additional work done or materials furnished without prior written authorization.

IN WITNESS WHEREOF, the parties herein have caused this Agreement to be executed, effective as of the date in the first paragraph (the "Effective Date").

	CITY OF PHOENIX, a municipal corporation JEFFREY BARTON, City Manager
	By:
ATTEST:	
Denise Archibald City Clerk	
INTERGOVERNMENTAL AGREEMENT DETERMINATION	
n accordance with the requirements of Arizona Revised Statutes§ 11-952(0), each of the undersigned attorneys acknowledge (1) that they have reviewed the above Agreement on behalf of their respective clients and (2) that, as to their respective clients only, each attorney has determined that this Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona.	
Paul M. Li, Assistant Chief Counsel City of Phoenix	
Carrie L. O'Brien, Esq. Legal Counsel for Fowler ESD #45 Gust Rosenfeld, P.L.C.	
FOWLER	R ELEMENTARY SCHOOL DISTRICT #45
By: Nora Ulloa, M.A.Ed. Superintendent	

SECTION I – SCOPE OF WORK

1. DEFINITIONS AND ACRONYMS

City

The "Grantee" is responsible for the grant award from the U.S. Department of Health and Human Services, Administration of Children, Youth and Families.

Double Session

This is a center-based option that employs a single teacher to work with one group of children in the morning and a different group of children in the afternoon. For additional information, refer to HSPPS 1301.21.

ELOF

Early Learning Outcomes Framework: Ages Birth to Five.

Full School Day

A teaching team that operates one class for more than 6 hours.

Funded Enrollment

The number of participants that the Head Start grantee is to serve, as indicated on the grant award.

Governing Board

The governing body has legal and fiscal responsibility for administering and overseeing Head Start programs, including safeguarding federal funds. It must include at least one representative from each of the financial, legal, and early childhood education professions.

Head Start Program

A federally funded School Readiness Program focused on both the child and family.

Head Start Program Performance Standards (HSPPS)

The HSPPS reflects best practices and the latest research on early childhood development and brain science. They give grantees flexibility in achieving positive child and family outcomes and encourage the use of data to track progress and reach goals in all program areas. The HSPPS also provides binding administrative, fiscal, and regulatory requirements for the operation of Head Start programs.

IDEA

Individuals with Disabilities Education Act.

Parent Committee

Coordinated by the Service Provider and comprised of parents whose children are enrolled in a Head Start classroom.

Policy Committee

The formal group of parents and community representatives established by the Service Provider.

Policy Council

The City coordinates this group, which is comprised of parent representatives from each Service Provider who participates in key decision-making and oversight for the Head Start Program.

School District

A school district contracted to operate a Head Start program in accordance with the HSPPS.

Services Provider

A vendor contracted to operate a Head Start program in accordance with the HSPPS.

Single Session

A teaching team that operates one class for a minimum of 3.5 hours per day that meets the overall 1,020 hours requirement within 8 months.

Social Competence

Social competence refers to a child's everyday effectiveness in dealing with his or her present environment and later responsibilities in school and life. It takes into account the interrelatedness of social, emotional, cognitive, and physical development.

Volunteer

An unpaid person who is trained to assist in implementing ongoing program activities on a regular basis under the supervision of a staff person in areas such as health, education, transportation, nutrition, and management.

2. SERVICE REQUIREMENTS

Service Provider must meet federal Head Start regulations and applicable national and state child care regulations listed in the Agreement and required by applicable law. For further explanation of the service requirements, The HSPPS and the Improving Head Start for School Readiness Act of 2007 can be accessed at www.acf.hhs.gov/programs/ohs/policy.

SERVICE PROVIDER shall:

Comply with the following programmatic and administrative requirements based on the HSPPS and other regulations as defined in U.S. Code Citation: 42 USC 9801 et seq. under the authority at 42 U.S.C. 9801 et seq., subchapter B of 45 CFR chapter XIII:

Part 1301—Program Governance

Part 1302—Program Operations

Part 1303—Financial and Administrative Requirements

Part 1304—Federal Administrative Procedures

Part 1305—Definitions

2.1 Program Governance (See HSPPS Part 1301)

2.1.1 SERVICE PROVIDER shall:

- a) Establish a Policy Committee that meets monthly and participates in key decision-making and oversight of the Head Start contracted services.
- b) Participate in the Policy Council by electing parent representative(s) to sit on the Council.
- c) Establish Parent Committees at the center level, implementing the Requirements of Parent Committees as stated in HSPPS § 1301.4.

2.1.2 CITY shall:

- a) Conduct monthly Policy Council and Governing Board meetings.
- Provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the Policy Council.
- c) Facilitate Parent Committee meetings in collaboration with the Service Provider.

2.2 Program Operations (HSPPS 1302)

2.2.1 Eligibility, Recruitment, Selection, Enrollment and Attendance

2.2.1.1 SERVICE PROVIDER shall:

- a) Assist the City with outreach activities and recruiting the most vulnerable children for the program.
- b) Collaborate with the City to make classroom assignments based on selected children.
- c) Ensure classroom space for contracted funded enrollment.
- d) Collaborate with the City to fill vacancies as they occur, but no later than 30 days.

- e) Contact the family and complete the final steps for enrollment.
- f) Enter child attendance daily in City approved system.
- g) Maintain accurate attendance records.
- h) Ensure a minimum of 85% average daily attendance.
- Collaborate with City and enrolled families to address chronic absenteeism.
- j) Prohibit the use of suspension or expulsion from Head Start due to a child's behavior.
- k) Classroom closures must be reported (via email, text, or phone call) within 24 hours to one of the City's program coordinators. Justification for the closure must be included in the report.

2.2.1.2 CITY shall:

- a) Conduct a Community Needs Assessment and define the Service Area.
- b) Coordinate outreach activities.
- c) Recruit those most in need of Head Start services, including previously underserved populations.
- d) Conduct Head Start intakes and determine the eligibility of children.
- e) Ensure that no more than 10% are from families that exceed low-income guidelines. Ensure that at least 10% of those served are children with disabilities.
- f) Children are selected based on approved Selection Criteria.
- g) Maintain a waiting list of 20% of the enrollment.
- h) Collaborate with Service Providers to analyze enrollment data to inform the planning process.

2.2.2 Program Structure

2.2.2.1 SERVICE PROVIDER shall:

- a) Comply with the licensure and rule requirements as defined in Title 9, Chapter 5 of the Arizona
 Department of Health Services Child Care manual.
- b) Deliver center-based education and child development services in classroom settings.
- c) Ensure teacher-child ratios (see Table 1302.21(b)) in HSPPS for center-based group size.
- d) Provide, at a minimum, 160 days per year of planned class operations if the Service Provider operates for five days per week or for double session variation, at least 128 days per year if they operate four days per week. Classes must operate for a minimum of 3.5 hours per day or provide 1,020 annual hours of planned class operations over the course of at least eight months per year for a full day of service.
- e) Ensure each double session class staff member is provided adequate break time during the course of the day. In addition, teachers, aides, and volunteers must have appropriate time to prepare for each session together, to set up the classroom environment, and to give individual attention to children entering and leaving the center.
- f) Make every effort to schedule makeup day using existing resources if hours of planned class operations fall below the number required per year due to facility problems or emergencies.
- g) Must provide at least 35 square feet of usable classroom space per child and at least 75 square feet of usable outdoor play space per child.

2.2.3 Education and Child Development Program Services

2.2.3.1 SERVICE PROVIDER shall:

 a) Provide high-quality early education and child development services, including children with disabilities, that promote children's cognitive, social, and emotional growth for later success in school. b) Deliver developmentally, culturally, and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills, and creative arts.

2.2.4 Teaching and Learning Environment

2.2.4.1 SERVICE PROVIDER shall:

- a) Ensure teachers and other relevant staff provide responsive care, effective teaching, and an organized learning environment that promotes healthy development and children's skill growth aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five (ELOF), including children with disabilities.
- Support the implementation of a learning environment that integrates regular and ongoing supervision and a system of individualized and ongoing professional development.
- c) Provide teaching practices that emphasize nurturing and responsive practices, interactions, and environments that foster trust and emotional security; are communication and language rich; promote critical thinking and problem-solving; social, emotional, behavioral, and language development; provide supportive feedback for learning; motivate continued effort; and support all children's engagement in learning experiences and activities.
- d) Integrate child assessment data in individual and group planning.
- e) Include developmentally appropriate learning experiences in language, literacy, social and emotional development, math, science, social studies, creative arts, and physical development that are focused toward achieving progress outlined in the Head Start Early Learning Outcomes Framework: Ages Birth to Five (ELOF).
- f) Provide dual language learners with teaching practices that focus on both English language

- acquisition and the continued development of the home language.
- g) If staff do not speak the home language of all children in the learning environment, include steps to support the development of the home language for dual language learners such as having culturally and linguistically appropriate materials available and other evidence-based strategies.
- h) Ensure teachers implement well-organized learning environments with developmentally appropriate schedules, lesson plans, and indoor and outdoor learning experiences that provide adequate opportunities for choice, play, exploration, and experimentation among a variety of learning, sensory, and motor experiences.
- Include teacher-directed and child-initiated activities, active and quiet learning activities, and opportunities for individual, small group, and large group learning activities.
- j) Provide age-appropriate equipment, materials, supplies, and physical space for indoor and outdoor learning environments, including functional space. The equipment, materials, and supplies must include any necessary accommodations, and the space must be accessible to children with disabilities. Programs must change materials intentionally and periodically to support children's interests, development, and learning.
- k) Implement an intentional, age-appropriate approach to accommodate children's need to nap or rest, and that, for preschool age children in a program that operates for six hours or longer per day, provides a regular time every day at which preschool age children are encouraged, but not forced to rest or nap. A program must provide alternative quiet learning activities for children who do not need or want to rest or nap.
- Implement snacks and mealtimes in ways that support development and learning. Snacks and mealtimes must be structured and used as learning

opportunities that support teaching staff-child interactions and foster communication and conversations that contribute to a child's learning, development, and socialization. Programs are encouraged to meet this requirement with family style meals when developmentally appropriate.

- m) Provide sufficient time for children to eat, not use food as reward or punishment, and not force children to finish their food.
- Approach routines, such as hand washing and diapering, and transitions between activities, as opportunities for strengthening development, learning, and skill growth.
- Recognize physical activity as important to learning and integrate intentional movement and physical activity into curricular activities and daily routines in ways that support health and learning. A program must not use physical activity as reward or punishment.

2.2.5 Curricula

2.2.5.1 SERVICE PROVIDER shall:

- a) Implement developmentally appropriate researchbased early childhood curricula, including additional curricular enhancements approved by the City as required in the Head Start Birth to Five Policy Council Bylaws.
 - Are based on scientifically valid research and have standardized training procedures and curriculum materials to support implementation.
 - 2) Are aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five (ELOF) and State early learning and development standards; and are sufficiently content-rich to promote measurable progress toward development and learning outlined in the Framework.
 - Have an organized developmental scope and sequence that includes plans and materials for

- learning experiences based on developmental progressions and how children learn.
- b) Support staff to effectively implement curricula and at a minimum, monitor curriculum implementation and fidelity, and provide support, feedback, and supervision for continuous improvement of its implementation through the system of training and professional development.

2.2.6 Child Screening and Assessments

2.2.6.1 SERVICE PROVIDER shall:

- a) In collaboration with each child's parent and with parental consent, complete a developmental and social and emotional screening to identify concerns regarding a child's developmental, behavioral, motor, language, social, cognitive, and emotional skills. The development screening must be completed within 45 calendar days of enrollment; the social-emotional screening must be completed between 30 and 45 calendar days of enrollment. All screening results must be entered into ChildPlus.
- Use one or more City-approved, research-based, developmental standardized screening tools to complete the screenings.
- c) Review screening results with the parent and promptly and appropriately address any identified needs. When discussing social/emotional results, all parents will receive a Now and Forever Booklet that the Service Provider will purchase.
 - (i) Referral to the local agency responsible for implementing the Individuals with Disabilities Education Act (IDEA) for a formal evaluation to assess the child's eligibility for services under IDEA as soon as possible and not to exceed timelines required under IDEA.

2.2.7 Parent and Family Engagement in Education and Child Development Services

2.2.7.1 SERVICE PROVIDER shall:

- a) Structure education and child development services to recognize parents' roles as children's lifelong educators and to encourage parents to engage in their children's education.
- b) Offer opportunities for parents and family members to be involved in the program's education services and implement policies to ensure:
 - 1) The program's settings are open to parents during all program hours.
 - 2) Teachers regularly communicate with parents to ensure they are well informed about their child's routines, activities, and behavior.
 - Teachers hold parent conferences, as needed, but no less than two times per program year, to enhance the knowledge and understanding of both staff and parents of the child's education and developmental progress and activities in the program. A brief description of the conference will be entered into Child Plus under the Education tab.
 - 4) Parents have the opportunity to learn about and to provide feedback on selected curricula and instructional materials used in the program.
 - 5) Parents and family members have opportunities to volunteer in the class and during group activities.
 - 6) Teachers inform parents about the purposes of and the results of screenings and assessments and discuss their child's progress.
 - 7) Teachers conduct at least two home visits per program year for each family to engage the parents in the child's learning and development, except that such visits may take place at a program site or another safe location that affords privacy at

the parent's request, or if a visit to the home presents significant safety hazards for staff. A brief description of the home visit will be entered into Child Plus under the Education tab.

2.2.7.2 CITY shall:

- a) Provide guidance on developmentally appropriate curriculum.
- b) Provide content area support, professional development, and training and technical assistance.
- c) Conduct implementation of monitoring for quality improvement.

2.2.8 Health Services

2.2.8.1 SERVICE PROVIDER shall:

- a) Collaborate with parents as partners in the health and well-being of their children in a linguistically and culturally appropriate manner and communicate with parents about their child's health needs and development concerns in a timely and effective manner.
- b) Share with parents the policies for health emergencies that require rapid response on the part of staff or immediate medical attention.
- c) Assist City with either obtaining or performing evidencebased vision and hearing screenings within 45 calendar days after the child first attends the program.
- d) Assist the City in identifying each child's nutritional health needs, special dietary requirements, and food allergies.
- e) Create a special health care plan for each child requiring medication while in the classroom.

2.2.9 Oral Health Practices

2.2.9.1 SERVICE PROVIDER shall:

Promote effective oral health hygiene by ensuring all children with teeth are assisted by appropriate staff or volunteers, if available, in brushing their teeth with toothpaste containing fluoride once daily.

Embed oral health care activities into the curriculum.

2.2.10 Child Nutrition

2.2.10.1 SERVICE PROVIDER shall:

- a) Implement nutrition services that are culturally and developmentally appropriate, meet the nutritional needs of and accommodate the feeding requirements of each child, including children with special dietary needs and children with disabilities.
- b) Ensure that each child in a program that operates for fewer than 6 hours per day receives meals and snacks that provide one-third to one-half of the child's daily nutritional needs.
- c) Ensure each child in a program that operates for 6 hours or more per day receives meals and snacks that provide one-half to two-thirds of the child's daily nutritional needs, depending upon the length of the program day.
- d) Serve meals and snacks for children ages 3 to 5 that conform to USDA requirements in 7 CFR parts 210, 220, and 226 and are high in nutrients and low in fat, sugar, and salt.
- e) Serve all children in morning center-based settings who have not received breakfast upon arrival at the program a nourishing breakfast.
- f) Make safe drinking water available to children during the program day.

2.11 Child Mental Health and Social and Emotional Well-Being

2.11.1 SERVICE PROVIDER shall:

- a) Provide supports for effective classroom management and positive learning environments; supportive teacher practices; and strategies for supporting children with challenging behaviors and other social, emotional, and mental health concerns.
- b) Follow the City referral process to request strategies to improve classroom management.

c) Ensure teacher's participation in classroom mental health interventions.

2.12 Family Support Services for Health, Nutrition and Mental Health

2.12.1 SERVICE PROVIDER shall:

- a) Collaborate with the City to provide opportunities for parents to learn about preventive medical and oral health care, emergency first aid, environmental hazards, and health and safety practices for the home including health and developmental consequences of tobacco products use and exposure to lead, and safe sleep.
- b) Collaborate with the City to provide opportunities for parents to discuss their child's nutritional status with staff including the importance of physical activity, healthy eating, and the negative health consequences of sugar-sweetened beverages, and how to select and prepare nutritious foods that meet the family's nutrition and food budget needs.
- c) Collaborate with the City to provide opportunities for parents to learn about appropriate vehicle and pedestrian safety to keep children safe.

2.13 Safety Practices

2.13.1 SERVICE PROVIDER shall:

a) Consult Caring for Our Children Basics, available at https://www.acf.hhs.gov/sites/default/files/ecd/caringforourchildrenbasics.pdf

- b) or additional information to develop and implement adequate safety policies and practices described in this part.
- c) Ensure implementation of Active Supervision strategies.
- d) All facilities where children are served, including areas for learning, playing, sleeping, toileting, and eating, are at a minimum:
 - 1) Meet licensing requirements in accordance with §§1302.21(d)(1) and 1302.23(d).

- Clean and free from pests.
- Free from pollutants, hazards, and toxins that are accessible to children and could endanger children's safety.
- 4) Designed to prevent child injury and free from hazards, including choking, strangulation, electrical, and drowning hazards, hazards posed by appliances, and all other safety hazards.
- Well-lit, including emergency lighting.
- 6) Equipped with safety supplies that are readily accessible to staff, including, at a minimum, fully equipped and up-to-date first aid kits and appropriate fire safety supplies.
- 7) Free from firearms or other weapons that are accessible to children.
- Designed to separate toileting and diapering areas from areas for preparing food, cooking, eating, or children's activities.
- 9) Kept safe through an ongoing system of preventative maintenance.
- e) Ensure indoor and outdoor play equipment, cribs, cots, feeding chairs, strollers, and other equipment used in the care of enrolled children and, as applicable, other equipment and materials meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials International (ASTM). All equipment and materials, at a minimum, must be:
 - Clean and safe for children's use and appropriately disinfected.
 - 2) Accessible only to children for whom they are age-appropriate.
 - Designed to ensure appropriate supervision of children at all times.

- Allow for the separation of infants and toddlers from preschoolers during play in center-based programs.
- 5) Kept safe through an ongoing system of preventative maintenance.
- f) Ensure staff have complete background checks in accordance with HSPPS §1302.90(b).
- g) In accordance with HSPPS §130.2.47 (b)(4), Ensure staff with regular child contact have initial orientation training within 3 months of hire and ongoing training in all state, local, tribal, federal, and program-developed health, safety, and child care requirements to ensure the safety of children in their care; including, at a minimum, and as appropriate based on staff roles and ages of children they work with, training in:
 - 1) Prevention and control of infectious diseases.
 - 2) Prevention of sudden infant death syndrome and use of safe sleeping practices.
 - 3) Administration of medication consistent with standards for parental consent.
 - 4) Prevention and response to emergencies due to food and allergic reactions.
 - Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic.
 - 6) Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.
 - 7) Emergency preparedness and response planning for emergencies.
 - 8) Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants.
 - 9) Appropriate precautions in transporting children, if applicable.

- 10) First aid and cardiopulmonary resuscitation.
- Recognition and reporting of child abuse and neglect, in accordance with the requirements described in HSPPS §130.2.47 (b)(5).
- h) Ensure staff with no regular responsibility for or contact with children have initial orientation training within 3 months of hire; ongoing training in all state, local, tribal, federal, and program-developed health and safety requirements applicable to their work; and training in the program's emergency and disaster preparedness procedures.
- Safety practices. All staff and consultants follow appropriate practices to keep children safe during all activities, including, at a minimum:
 - Reporting of suspected or known child abuse and neglect, including that staff comply with applicable federal, state, local, and tribal laws.
 - 2) Safe sleep practices, including ensuring that all sleeping arrangements for children under 18 months of age use firm mattresses or cots, as appropriate, and for children under 12 months, soft bedding materials or toys must not be used.
 - Appropriate indoor and outdoor supervision of children at all times.
 - 4) Only releasing children to an authorized adult.
 - 5) All standards of conduct described in HSPPS §130.27 (b)(5).
- j) Hygiene practices. All staff systematically and routinely implement hygiene practices that, at a minimum, ensure:
 - 1) Appropriate toileting, hand washing, and diapering procedures are followed.
 - 2) Safe food preparation.

- Exposure to blood and body fluids is handled consistent with the standards of the Occupational Safety Health Administration.
- k) Administrative safety procedures. Programs establish, follow, and practice, as appropriate, procedures for, at a minimum:
 - 1) Emergencies.
 - 2) Fire prevention and response.
 - 3) Protection from contagious diseases, including appropriate inclusion and exclusion policies for when a child is ill, and from an infectious disease outbreak or pandemic, including appropriate notifications of any reportable illness.
 - 4) The handling, storage, administration, and record of administration of medication.
 - 5) Maintaining procedures and systems to ensure children are only released to an authorized adult.
 - 6) Child-specific health care needs and food allergies that include accessible plans of action for emergencies. For food allergies, a program must also post individual child food allergies prominently where staff can view wherever food is served.
- Disaster preparedness plan. The program has allhazards emergency management/disaster preparedness and response plans for more and less likely events, including natural and manmade disasters, emergencies, and violence in or near programs.
- m) Report any safety incidents in accordance with City policies and procedures.
- n) Ensure staff with regular child contact have initial orientation training within 30 days of hire and ongoing training in standards of conduct to ensure the safety of children in their care, and as appropriate based on staff roles and ages of children they work with. At a minimum, the training must focus on what

staff must not do. Staff must not:

- 1) Use corporal punishment.
- 2) Use isolation to discipline a child.
- Bind or tie a child to restrict movement or tape a child's mouth.
- 4) Use or withhold food as a punishment or reward.
- 5) Use toilet learning/training methods that punish, demean, or humiliate a child.
- 6) Use any form of emotional abuse, including public or private humiliation or rejection.
- 7) Physically abuse a child.
- 8) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or the child's family.
- 9) Use physical activity or outdoor time as a reward or punishment.

2.13.2 **CITY** shall:

- a) Track and maintain child health services.
- b) Provide height, weight, blood pressure, vision, and hearing screenings.
- c) Facilitate medical, dental, and mental health follow-up services.
- d) Track behavioral/emotional health screening.
- e) Link families to an ongoing source of medical care.
- f) Involve parents in all medical, dental, and mental health care.
- g) Provide the Service Provider with medical, dental, and mental health status reports.

- h) Submit the State's required Immunization Report.
- Track and monitor asthma and health care plans.
- j) Provide nutrition consultations through the referral system based on children's needs.
- k) Track and monitor special meal modifications and nutrition care plans.
- Provide a regular schedule of on-site mental health services to support parent and staff efforts to address children's needs.
- m) Coordinate opportunities for parents to learn about preventive medical and oral health care, emergency first aid, environmental hazards, and health and safety practices for the home including health and developmental consequences of tobacco products use and exposure to lead, and safe sleep.
- n) Coordinate opportunities for parents to discuss their child's nutritional status with staff, including the importance of physical activity, healthy eating, and the negative health consequences of sugar-sweetened beverages, and how to select and prepare nutritious foods that meet the family's nutrition and food budget needs.
- c) Coordinate opportunities for parents to learn about appropriate vehicle and pedestrian safety for keeping children safe.
- p) Implement strategies to identify and support children with mental health and social and emotional concerns.
- q) Collaborate with parents to promote children's health and well-being by providing medical, oral, nutrition, and mental health education support services that are easy for people to understand.
- r) Provide content area support, training, and technical assistance from the Content Area Specialists.

2.14 Family and Community Engagement Services

2.14.1 SERVICE PROVIDER shall:

- a) Recognize parents as their children's primary teachers and nurturers and implement intentional strategies to engage parents in their children's learning and development and support parent-child relationships, including specific strategies for father engagement.
- b) Develop relationships with parents to encourage trust and respectful, ongoing two-way communication between staff and parents to create welcoming program environments that incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and community.
- c) Provide parents with opportunities to participate in the program as employees or volunteers.
- d) Collaborate with City to offer activities that support parent-child relationships and child development including language, dual language, literacy, and biliteracy development as appropriate.
- e) Provide parents with information about the importance of their child's regular attendance.
- f) Provide parents who are dual-language learners with information and resources about the benefits of bilingualism and biliteracy.

2.14.2 CITY shall:

- a) Develop and support family partnership agreements.
- b) Provide information and referral services.
- c) Respond to and follow up on referrals.
- d) Provide emergency and crisis assistance.
- e) Provide parent involvement and education activities that are responsive to the needs of parents, both as individuals and as members of a group.

f) Implement opportunities for parents to participate in a research-based parenting curriculum.

2.15 Transition Services

2.15.1 SERVICE PROVIDER shall:

- a) Collaborate with parents of enrolled children to implement strategies and activities that will help parents advocate for and promote successful transitions to kindergarten for their children, including their continued involvement in the education and development of their child.
- b) Provide strategies and activities that:
 - Help parents understand their child's progress during Head Start.
 - 2) Help parents understand practices they use to effectively provide academic and social support for their children during their transition to kindergarten and foster their continued involvement in the education of their child.
 - 3) Prepare parents to exercise their rights and responsibilities concerning the education of their children in the elementary school setting, including services and supports available to children with disabilities and various options for their child to participate in language instruction educational programs.
 - Assist parents in ongoing communication with teachers and other school personnel so that parents can participate in decisions related to their children's education.
- c) Collaborate with local education agencies and kindergarten teachers to implement strategies and activities that promote successful transitions to kindergarten for children, their families, and the elementary school. At a minimum, such strategies and activities must include:
 - Coordination with schools or other appropriate agencies to ensure children's relevant records

- are transferred to the school or next placement in which a child will enroll, consistent with privacy requirements.
- 2) Communication between appropriate staff and their counterparts in the schools to facilitate continuity of learning and development.
- 3) Participation, as possible, in joint training and professional development activities for Head Start and kindergarten teachers and staff.
- d) A program that does not operate during the summer must collaborate with school districts to determine the availability of summer school programming for children who will be entering kindergarten and work with parents and school districts to enroll children in such programs, as appropriate.
- e) Implement strategies and activities in the learning environment that promote successful transitions to kindergarten for enrolled children, and at a minimum, include approaches that familiarize children with the transition to kindergarten and foster confidence about such transition.
- f) Provide additional transition services for children with an IEP, at a minimum, as described in HSPPS Part 1302, subpart F.

2.16 Human Services Management

2.16.1 SERVICE PROVIDER shall:

Recruit and select qualified staff who possess the knowledge, skills, education, and experience needed to provide quality, comprehensive, and culturally sensitive services to children and families in the program. Each staff person who provides direct services to children will have a professional development plan that is updated annually to ensure the highest quality of services are maintained.

2.17 Policies and Procedures

2.17.1 SERVICE PROVIDER shall:

 a) Develop and implement a Human Resources
 Management Guide, which shall be made available to staff and includes the following at a minimum:

Assurance of Being an Equal Opportunity Employer **Background Checks** Child Abuse Reporting Procedures Classroom Staffing **Declaration Exclusions Employee Grievance Procedure Head Start Director Qualifications Job Descriptions** Organizational Structure Performance Appraisals Probationary Period Recruitment, Selection, & Termination Staff Qualifications - General Staff and Volunteer Health Standards of Conduct - HSPPS Teacher Qualifications (Head Start Act 648-A) Training and Development for Staff and Volunteers

- (b) Before a person is hired, directly or through contract, including transportation staff and contractors, a program must conduct an interview, verify references, conduct sex offender registry checks, and obtain one of the following:
 - State or tribal criminal history records, including fingerprint checks.
 - 2) Federal Bureau of Investigation criminal history records, including fingerprint checks.
- c) A program has 90 days after an employee is hired to complete the background check process by obtaining:
 - Whichever check listed in paragraph (b)(1) of this section was not obtained prior to the date of hire.
 - 2) Child abuse and neglect state registry check.

- d) Review the information found in each employment application and complete background check to assess the relevancy of any issue uncovered by the complete background check, including any arrest, pending criminal charge, or conviction to determine whether the prospective employee can be hired, or the current employee must be terminated.
- e) Notify the Grantee's Quality Assurance Manager or designee of all new employees within seven (7) business days and provide the following information:
 - 1) Employee's name
 - 2) Position
 - 3) Background screening dates
 - 4) Education level
 - 5) Copy of Fingerprint Clearance Card or Application
 - 6) Hire Date
- f) Ensure a newly hired employee, consultant, or contractor does not have unsupervised access to children until the complete background check process is finalized.
- g) Conduct the complete background check for each employee, consultant, or contractor at least once every five (5) years which must include each of the four checks listed in HSPPS 1302.90 paragraphs (b)(1) and (2) of this section, and review and make employment decisions based on the information as described in paragraph (b)(3) of this section.
- h) Provide the Grantee's Quality Assurance Manager or designee the results of the 5-year background screening, including dates.
- Consider current and former program parents for employment vacancies for which such parents apply and are qualified.
- j) Ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct in accordance with 1302.90 (c)(1) of the Head Start Act.
 - 1) Service Provider must follow their District or

- organization's policies and regulations regarding the handling of standards of conduct violations.
- Service Provider must notify City within 24 hours of a standards of conduct violation.
- Service Provider must provide the City with the results of its investigation and disciplinary action plan within 10 business days of the incident.
- 4) City may require the removal of reported staff from the classroom until the investigation is completed.
- 5) Staff removed from a classroom pending investigation may not be paid with Head Start funds.
- 6) If a site receives 2 or more violations in any 12month period, the City may require that the site be closed in its sole and absolute discretion.
- k) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior.
- Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - 1) Use corporal punishment.
 - 2) Use isolation to discipline a child.
 - 3) Bind or tie a child to restrict movement or tape a child's mouth.
 - 4) Use or withhold food as a reward or punishment.
 - 5) Use toilet learning/training methods that punish, demean, or humiliate a child.
 - 6) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child.

- Physically abuse a child.
- Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or the child's family.
- Use physical activity or outdoor time as a reward or punishment.
- m) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
- n) Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with HSPPS subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws.
- Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.
- Personnel policies and procedures must include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct.
- q) Ensure staff and program consultants or contractors are familiar with the ethnic backgrounds and heritages of families in the program and are able to serve and effectively communicate, either directly or through interpretation and translation, with children who are dual language learners and to the extent feasible, with families with limited English proficiency.
- r) If a majority of children in a class speak the same language, at least one class staff member must speak such language.

2.18 Staff Qualifications

2.18.1 SERVICE PROVIDER shall:

- a) Ensure all staff, consultants, and contractors engaged in the delivery of program services have sufficient knowledge, training and experience, and competencies to fulfill the roles and responsibilities of their positions and to ensure high-quality service delivery in accordance with the program performance standards.
- b) Ensure a Head Start director has, at a minimum, a baccalaureate degree and experience in supervision of staff, fiscal management, and administration.
- c) Ensure a fiscal officer is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.
- d) Ensure staff who serve as education managers or coordinators, including those who serve as curriculum specialists, have a baccalaureate or advanced degree in early childhood education or equivalent coursework in early childhood education with early education teaching experience.
- e) Ensure all center-based teachers have at least an associate's or baccalaureate degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of Public Law 110-134 Improving Head Start for School Readiness Act of 2007, Section 648A(a)(3)(B), Staff Qualifications and Development. Teachers who do not meet the minimum qualifications must have an approved waiver prior to being hired.
- f) Ensure Head Start assistant teachers, at a minimum, have a Child Development Associate (CDA) credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within 2 years of the time of hire. If the CDA credential is not obtained within two years of hiring, staff will be removed from the Head Start classroom.

g) Ensure center-based teachers, assistant teachers, demonstrate competency to provide effective and nurturing teacher-child interactions, plan and implement learning experiences that ensure effective curriculum implementation and use of assessment and promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five (ELOF) and applicable state early learning and development standards, including for children with disabilities and dual language learners, as appropriate.

2.19 Training and Professional Development

2.19.1 SERVICE PROVIDER shall:

- a) Provide an orientation to all new staff, consultants, and volunteers that focuses on, at a minimum, the goals and underlying philosophy of the Head Start program and on ways they are implemented.
- b) Implement a systematic approach to staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities, and attached to academic credit as appropriate. All new instructional staff must participate in New Employee Orientation provided by City prior to working with children or, at a minimum, complete an individualized orientation within 30 days of hire.
 - Head Start overview
 - Active Supervision
 - Initial curriculum training
 - Initial ongoing assessment training
 - Standards of Conduct HSPPS

All staff must receive the following training annually:

(1) Staff completing a minimum of 18 clock hours of professional development per year in accordance with Arizona Administrative Code, Title 9, Chapter 5, Section R9-5-403(B1). In addition, for teaching staff, such professional development must meet the requirements described in Section 648A(a)(1)

- and (5) of Public Law 110-134 Improving Head Start for School Readiness Act of 2007.
- (2) Training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, local, and tribal laws.
- (3) Research-based approaches to professional development for education staff that are focused on effective curricula implementation, knowledge of the content in Head Start Early Learning Outcomes Framework: Ages Birth to Five (ELOF), partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, appropriate ways to address challenging behaviors, preparing children and families for transitions and use of data to individualize learning experience to improve outcomes for all children.
- c) Establish policies that ensure assessment results are not used to solely determine punitive actions for staff identified as needing support, without providing time and resources for staff to improve.
- d) Participate in the City-coordinated Professional Development.

2.20 Staff Health and Wellness

2.20.1 SERVICE PROVIDER shall:

- a) Ensure each staff member has an initial health examination and a periodic re-examination as recommended by their health care provider in accordance with state, tribal, or local requirements, that include screeners or tests for communicable diseases, as appropriate.
- b) Make mental health and wellness information available to staff regarding health issues that may affect their job performance and must provide regularly scheduled opportunities to learn about mental health, wellness, and health education.

- c) Ensure regular volunteers have been screened for appropriate communicable diseases.
- d) Ensure children are never left alone with volunteers.

2.20.2 CITY shall:

- a) Implement a research-based, coordinated coaching strategy for education staff that:
 - Assesses all education staff to identify strengths, areas of needed support, and which staff would benefit most from intensive coaching.
 - 2) At a minimum, provides opportunities for intensive coaching to those education staff identified through the process in HSPPS 1302.92(c)(1)(2) of this section, including opportunities to be observed and receive feedback and modeling of effective teacher practices directly related to program performance goals.
 - 3) At a minimum, provide opportunities for education staff not identified for intensive coaching through the process in HSPPS 1302.92(c)(1)(3) of this section to receive other forms of research-based professional development aligned with program performance goals.
- Provide ongoing communication between the coach, program director, education director, and any other relevant staff.

2.21 Program Management and Quality Improvement

2.21.1 SERVICE PROVIDER shall:

- a) Establish management systems that support continuous improvement and foster commitment to providing the highest level of services to children and families in accordance with legislation, regulations, and policies.
- b) Compile and share data with the City by June 30 to comply with the Program Information Report (PIR) submission to the Office of Head Start.

- c) Adhere to requirements for data input into City selected content management/data system.
- d) Use multiple forms of data for decision making for improvements at child and program levels.
- e) Participate in the achievement of program goals.

2.21.2 City shall:

- a) Comply with applicable Federal regulations.
- b) Create program goals.
- c) Compile the Program Information Report (PIR) for submittal to the Office of Head Start.
- d) Share data for quality improvement.

2.22 Collaboration with Public Preschool

In accordance with Section 642A (5) of the Head Start Act and pursuant to the directives of the U.S. Department of Health and Human Services relating to Local Educational Agencies (LEAs) that manage publicly funded preschool programs, the City and the Service Provider agree to perform the following joint work activities:

- 2.22.1 a) Educational activities, curricular objectives, and instruction:
 - Support the use of a research-based early childhood curriculum that is aligned with the Arizona Early Learning Standards and the ELOF at:

https://cms.azed.gov/home/GetDocumentFile?id=585c4b55aadebe14288f2532

- 2) On an ongoing basis, the Service Provider will share the overall results of child assessment data with families, governing bodies, and the City. Continue to explore ways to integrate the Head Start and public preschool activities such as joint field trips, special projects, and parent events.
- Share partnerships with community resources that can assist with reading readiness and literacy training.

- 4) Meet by March of each year to discuss selection priorities for the children served by the Head Start agencies. This will include a discussion of community needs.
- 5) Identify any underserved populations and develop a plan to prioritize registrations for the population.
- Public information dissemination and access to programs for families contacting the Head Start program or any of the preschool programs.
 - Conduct a meeting by the first quarter of each calendar year to develop a joint recruitment plan that could include joint screening and registration activities, joint public awareness notices, inclusion in the Child Find process, and sharing of registration data on individual children.
 - If the City determines that a child is ineligible for its services, other program options in the child's area will be shared with the family.
 - 3) Service Provider will coordinate with the Arizona Department of Education to obtain Student Accountability Information System (SAIS) ID numbers for longitudinal purposes.
 - 4) Service Provider will coordinate with the program coordinator for homeless students to identify homeless children who would benefit from Head Start services.
- c) Definition of service areas.
 - Review the service areas annually to ensure they most effectively address the LEA attendance boundaries.
- d) Staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development.

- At least once per year, discuss opportunities for joint staff training and, if feasible, develop a training plan.
- e) Program technical assistance.
 - Share technical assistance opportunities that can link State and Head Start resources to maximize the quality of services provided by all early childhood programs.
- f) Provision of services to meet the needs of working parents, as applicable.
 - Identify resources in the service area that can serve parents needing full-day, full-year services for their children. In some cases, this may include developing a partnership to jointly serve the children.
- g) Communication and parent outreach for smooth transitions to kindergarten.
 - Develop systematic policies and procedures for transitioning Head Start children to kindergarten. This will include the transfer of Head Start program records, understanding and communicating the requirements of kindergarten, maintaining parent involvement, and joint outreach efforts to parents.
 - City Head Start staff will meet with Service Provider representatives at least annually to discuss the educational, developmental, and other needs of individual children transitioning to kindergarten. Whenever possible, this will include joint parent/teacher meetings.
 - h) Provision and use of facilities, transportation, and other program elements
 - Coordinate the location of classroom sites in the community to maximize the availability of services to families.
 - Whenever possible, the programs will collaborate to share the use of transportation

- and facilities, such as jointly operating classes or co-locating classes.
- Coordinate planning in order to use state and local funds as the 25% non-federal matching requirement for Head Start in order to maximize Head Start funds. The matching funds can be for classroom space, transportation, parent training, staff training, disabilities services, health services, equipment supplies, office space, and professional development.

3. REPORTING REQUIREMENTS

3.1 SERVICE PROVIDER shall:

Manage data and generate the following reports. All dates that fall on a weekend or holiday are due the following business day.

Due By	Document	Description	Upload To
5th of each month	Bi-weekly Invoice Non-Profit Providers	Reimbursement	ChildPlus
15th of each month	Monthly Invoice District Providers	Reimbursement	ChildPlus
5th of each month	Disabilities Tally	Update Special Education information	ChildPlus
First Monday in July	Program Calendar	Upcoming School Year	ChildPlus
First Monday in July	Self-Assessment Results	Outcomes from the previous year's ongoing program assessment	ChildPlus
First Monday in July	Transition Plan and Agreements	Kindergarten Transition Plans	ChildPlus

First Monday in July	Disabilities Interagency Agreements/Non-Profit Providers	Letter of Agreement for ECSE services with local LEAs	ChildPlus
First Monday in July	Disabilities Interagency Agreements/District Providers	Letter of Agreement for ECSE services	ChildPlus
First Monday in July	Fixed Asset List	Update to include items worth \$5,000 or more	ChildPlus
First Monday in July	Parent/Volunteer Handbooks		ChildPlus
Last Friday in June	End of Fiscal Year Closeout Report	PIR and Reconciliation	ChildPlus
First Monday in July	Facility Location Plan	Update classroom locations, times, staff, and contact information	ChildPlus
Last Monday in July	Substitute Plan	Plan to fill staff absences.	ChildPlus
First Monday in August	Dual Language Learner Plan	Describe how dual language learners will be supported in the classroom	ChildPlus
First Monday in August	TSG Monitoring Plan	Describe how TSG be monitored	Child Plus
First Monday in August	Universal Design	Describe individualization for children.	Child Plus
First Monday in August	Kindergarten Expectations	District's expectations for children entering kindergarten.	ChildPlus
First Monday in November	Policy Council Representative List	Elected Reps. and Alts.	ChildPlus

Second Monday in November	School Readiness Time 1	Child Outcomes Report	ChildPlus
Last Friday in September	Curriculum Fidelity Plan	Curriculum Fidelity results and implementation	ChildPlus
First Monday in March	School Readiness Time 2	Child Outcomes Report	ChildPlus
Second Monday in June	School Readiness Time 3	Child Outcomes Report	ChildPlus
July 15th	Yearly Final Invoice	Close Out of Current Program Year	ChildPlus
15th of August	Final, Final Invoice	Liquidation of Current Program Year	ChildPlus
First Monday in October	Staff Qualifications/Staff Training	Monitoring	ChildPlus
15 days after notification	Comprehensive Support Plan	Monitoring Plan / Corrective actions	ChildPlus
Within 10 business days	Results of the Investigation and a Copy of Disciplinary Action Plan	Reports of Child Abuse or Neglect and Standards of Conduct Violations	Email Written Report to the Education Division Deputy Director
Within 24-hours of the incident	No Document Required	Reports of Child Abuse or Neglect and Standards of Conduct Violations	By text, phone, or email to the Education Division Deputy Director
Immediately	No Document Required	Notification of Unexpected School Evacuation	Text or email to the Education Division Deputy Director and your Program Coordinator
Within 48 hours	Updated license from ADHS, Child Care Licensure	Changes to Child Care License	Child Plus

Within 45 calendar days of enrollment	Education Service Provider's approved development screening tool.	All children will receive a development screening	Child Plus
Between 30 and 45 calendar days of enrollment	DECA	All children will receive a social/emotional screening	eDECA

Failure to submit the required documents by the specified dates will result in withholding payment until the required documents are received.

For any additional documentation that may be required, the City will make every effort to notify the service provider as soon as administratively feasible and will provide reasonable timeframes for submittal.

3.2 Licensure

The Service Provider shall notify the City of any enforcements issued by Child Care Licensure within 24 hours of receipt of the notice.

3.3 Unsupervised Child

If a child goes unsupervised (for either sight or sound) for any amount of time, the Service Provider shall immediately implement the **Unsupervised Child Emergency Response Procedure in Exhibit E**.

SECTION II SPECIAL TERMS AND CONDITIONS

FUNDING

The City utilizes the United States Department of Health and Human Services (DHHS) funding to support Early Childhood Education. The Service Provider shall be solely responsible for understanding and complying with all applicable regulations and requirements throughout this Contract period.

DHHS regulations can be found at: https://www.acf.hhs.gov/ohs/about/head-start.

2. MANDATORY DISCLOSURES

The Service Provider must disclose, in a timely manner, in writing to the City all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Head Start award. If the Service Provider receives Federal funds over \$10,000,000 for any period during the performance of this Contract, it is required to report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM). (See Appendix XII to 45 CFR Part 75). Failure to make required disclosures can result in any remedies described in 45 CFR § 75.371, including suspension or debarment. (See also 2 CFR parts 180 and 376, and 31 U.S.C. 3321).

- 3. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689) In accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension," the Service Provider agrees that neither it, nor its principals are presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction evidenced by this Contract by any federal department, and agrees to comply with the requirements of 2 CFR Part 180 and 2 CFR Part 376.
- 4. CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT Applicable to all Contracts over \$150,000. The Service Provider shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q) and the Federal Water Pollution Control Act, as amended (33 USC 1251-1387). Violations must be reported to the City, the Department of Health and Human Services, and the San Francisco Regional Office of the Environmental Protection Agency (EPA).
- 5. BYRD ANTI-LOBBYING CERTIFICATION (31 U.S.C. 1351) In all contracts in excess of \$100,000, the Service Provider hereby certifies, to the best of his or her knowledge and belief, that:
 - **5.1.** No Federal appropriated funds have been paid or will be paid, by or on behalf of the Service Provider, to any person for influencing or attempting to

influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of and Federal contract, grant, loan, or cooperative agreement.

- 5.2. Each Service Provider tier must certify to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization or influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.
- 5.3. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Service Provider shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. Such disclosures are forwarded from tier to tier, up to the non-Federal award.

6. EQUIPMENT

If the Service Provider is authorized to purchase capital equipment or receives capital equipment from the City, it shall be itemized in the Contract for utilization in the delivery of Services. If capital equipment is purchased as authorized by this Contract, the Service Provider shall maintain a complete and up-to-date inventory of records for all capital equipment purchased hereunder. Capital equipment specifically designated to be purchased within this Contract, in whole or in part with City funds, shall be reported in accordance with the City inventory policies and procedures. Service Provider shall report capital equipment purchased with funds from this Contract to their Program Coordinator within 30 days of purchase and submit the capital equipment inventory form to the person designated by the City to receive notices and shall perform an annual inventory of all capital equipment purchased with City funds or received from the City.

The City shall retain an equitable interest equal to the purchase price paid or a fair estimate or appraisal of current market value, whichever is less, in all capital equipment purchased under this Contract. The City shall be included as a coinsured on any insurance policy that covers capital equipment purchased under this Contract.

Service Provider shall not dispose of any capital equipment purchased under this Contract without the prior written consent of the City. Such consent, if given, may

include direction as to the means of disposition and the utilization of proceeds, including any necessary adjustments to this Contract.

Upon termination of this Contract, any capital equipment purchased under this Contract shall be disposed of as directed by the City, and if sold, the City shall be compensated in the amount of its equitable interest.

Service Providers who are authorized to purchase computer hardware and/or software for use in contracted Services or who receive donated hardware or software must maintain a Computer Policy Manual defining regulations related to computer hardware/software.

Service Provider shall maintain all equipment purchased with City funds according to the manufacturer's recommended maintenance schedule unless otherwise permitted in writing by the City.

Service Provider will insure equipment purchased with City funds in accordance with 45 CFR 75.317.

7. AUDIT

The City, the Department of Health and Human Services, the Comptroller General of the United States, the Government Accounting Office, or any of their duly authorized representatives shall have access to any books, documents, papers, and records of Service Provider or its subcontractors, which are pertinent to any activity performed under this Contract as required under 42 USC 9842 et seq. and 45 CFR Part 75, Subpart F for the purpose of making audit, examination, excerpts and transcriptions.

8. LIMITATIONS ON FEDERAL INTEREST

Service Provider shall not mortgage, use as collateral for a credit line or for other loan obligations, or sell or transfer to another party, a facility, real property, or a modular unit it has purchased, constructed, or renovated with Head Start funds without the City's written permission.

Service Provider must have the City's written permission before it can use real property, a facility, or a modular unit subject to federal interest for a purpose other than that for which the Service Provider's application was approved.

9. ENERGY EFFICIENCY

The Service Provider will observe all mandatory standards and policies relating to energy efficiency contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201 et seq.).

10. PROCUREMENT OF RECOVERED MATERIALS

10.1. In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Service

Provider shall procure items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Service Provider shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Service Provider determines that such items: (1) are not reasonably available in a reasonable time period; (2) fail to meet reasonable performance standards, which shall be determined the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item, or (3) are only available at an unreasonable price.

10.2. Paragraph 11.1 of this clause shall apply to items purchased under this Contract where: (1) the Service Provider purchases in excess of \$10,000 of the item under this Contract; or (2) during the preceding Federal fiscal year, the Service Provider: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that.

11. ALLOWABLE COSTS

Service Provider shall comply with the following Cost Principles, as applicable, to determine allowable incurred costs when reimbursing costs under the terms and conditions of this Contract.

- 45 CFR Part 75, Subpart E Cost Principles
- 2 CFR Part 200, Subpart E Cost Principles

12. NON-DISCRIMINATION

Service Provider is prohibited from discriminating against any applicant, worker, employee, member of the public, or recipient of benefits because of race, color, religion, sex, national origin, age, or disability nor otherwise committing an unfair employment practice. These include, but are not limited to, employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Service Provider further agrees to incorporate the preceding paragraph in all subcontracts, agreements, or subleases of this Contract executed by Service Provider. Unless exempt under federal law, Service Provider shall comply with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination Act of 1975, the Rehabilitation Act of 1973, and State Executive Order No. 99-4, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities. Service Provider shall comply with the Rehabilitation Act of 1973, as amended,

which prohibits discrimination in the employment of qualified persons because of physical or mental disability. Service Provider shall comply with the requirements of the Fair Labor Standards Act of 1988, as amended.

Service Provider shall comply with Title VI of the Civil Rights Act of 1964 which prohibits the denial of benefits of, or participation in, contract Services on the basis of race, color, or national origin. Federal law further requires that no person otherwise eligible will be excluded from participation in, denied the benefits of, or subjected to discrimination in the administration of Health and Human Services programs and services based on factors such as age, disability, sex, race, color, national origin, religion, gender identity or sexual orientation. Service Provider must treat as valid the marriages of same-sex couples. In addition, Service Provider shall ensure that individuals with limited English proficiency have meaningful access to the health and social services provided and that sufficient effective communication exists between the Service Provider and such individuals to assure such access.

Service Provider shall comply with the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of disability in delivering Services, and with Title II of the Americans with Disabilities Act and the Arizona Disability Act which prohibits discrimination on the basis or physical or mental disabilities in the provision of contract programs, Services, and activities.

Therefore, the following statement shall be included in all publications, forms, flyers, etc., that are distributed to recipients of Services:

"Under the Americans with Disabilities Act, it is the policy of Fowler Elementary School District #45 to make reasonable accommodations for persons with disabilities to allow them to take part or have access to its programs, Services, or activities. Individuals with disabilities who need accommodation, including auxiliary aids for effective communication such as sign language interpreters or enlarged print materials, are invited to make their needs and preferences known to:

Fowler Elementary School District #45

ATTN: Vincent Medina, Director, Early Childhood

Telephone: 623.707.4576 Email: vmedina@fesd.org

AZRS 711

Service Provider shall comply with Title IX of the Education Amendments of 1972, 20 USC 1681-1683, 1685, and 1686, which provides that no person in the United States will, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

Service Provider shall comply with the regulations at 45 CFR Part 80, 45 CFR Part 84, 45 CFR Part 86, and 45 CFR Part 90.

13. POLITICAL ACTIVITY

Service Provider shall comply with the requirements of the Hatch Act, which restricts the political activity of individuals employed by a recipient or subrecipients whose principal employment is in connection with an activity that is financed in whole or in part by grants made by a federal agency.

Service Provider shall also comply with the requirements of 45 CFR § 75.450.

14. BIOLOGICAL AGENTS AND TOXINS

Service Provider shall comply with the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act ("USA PATRIOT") Act, which prescribes criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in quantity, that is not reasonably justified by a prophylactic, protective, bona fide research or other peaceful purpose.

15. SEAT BELT USE

Pursuant to EO 13043 (4/16/1997), increasing the Use of Seat Belts in the United States, Service Providers are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating vehicles, whether owned by the organization, rented, or personally owned.

16. CRIMES AGAINST CHILDREN

Service Provider shall comply with the requirements related to reporting to a Peace Officer or Child Protective Services incidents of crimes against children as specified in Arizona Revised Statute § 13-3620.

17. SMOKING POLLUTION CONTROL MEASURES

Service Provider shall be subject to the provisions of City Ordinance No. G-2865, as amended, the "Smoking Pollution Control Ordinance", effective July 1, 1986, Arizona Revised Statute § 36-601-01 and the Pro-Children Act of 1994, 20 USC 7183, which prohibits smoking in any indoor facility or portion of a facility owned, leased, or contracted for use for the routine or regular provision of federally funded health care, daycare, or early childhood development, including Head Start Services to children under the age of 18. These laws regulate smoking in places of employment and enclosed public places located within the City of Phoenix.

18. FEDERAL IMMIGRATION AND NATIONALITY ACT

Service Provider shall comply with the Federal Immigration and Nationality Act ("FINA") and all other federal immigration laws and regulations related to the immigration status of its employees during the term of this Contract. Service Provider shall maintain Employment Eligibility Verification Forms (I-9) as required by the U.S. Department of Labor. At the City's discretion, the City may request verification of compliance. If the Service Provider does not comply with this requirement, the City

retains the right to pursue all remedies allowed by law, including, but not limited to, suspension of work, termination of this Contract for default, and suspension and/or debarment of the Service Provider. Service Provider shall bear all costs necessary to verify compliance.

19. CONFLICTS OF INTEREST AND STANDARDS OF CONDUCT

The Service Provider hereto agrees to abide by the provisions of 45 CFR 75.327(c), which include (but are not limited to) the following:

- 19.1. Service Provider shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees, and agents engaged in the award and administration of contracts supported by federal funds. Standards must be consistent with State and local laws and must include, at a minimum, expenses, conduct related to financial interests, gifts, gratuities and favors, nepotism, political participation, and bribery.
- 19.2. No employee, officer, or agent of the Service Provider shall participate in the selection, award, or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
- 19.3. Service Provider must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by all staff, consultants, contractors, volunteers, officers, or agents of the Service Provider.

20. PROCUREMENT STANDARDS

All goods and services purchased with funding provided under this Contract must be procured in accordance with 45 CFR sections 75.327 – 75.335,"

21. INTERNAL CONTROLS

Service Provider must:

a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the Service Provider is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control-Integrated Framework," issued by the

- Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal award.
- c) Evaluate and monitor Service Provider's compliance with statutes, regulations, and the terms and conditions of Federal awards.
- d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- e) Take reasonable measures to safeguard protected personally identifiable information and other information the HHS awarding agency or passthrough entity designates as sensitive, or the Service Provider considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality."

22. CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

- a) Service Provider must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- b) Affirmative steps must include:
 - Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - 2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
 - 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
 - Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
 - Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce and

Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs b(1) through (5) of this section."

23. EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS

- 23.1. In accordance with 41 U.S.C. 4712, Service Provider may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the lists of persons or entities provided below information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to the federal contract (including the competition for or negotiation of a contract) or grant.
- **23.2.** The list of persons and entities referenced in the paragraph above includes the following:
 - A member of Congress or a representative of a committee of Congress.
 - An Inspector General.
 - The Government Accountability Office.
 - A federal employee responsible for contract or grant oversight or management.
 - An authorized official of the Department of Justice or other law enforcement agency.
 - A court or grand jury.
 - A management official or other employee of the City, Service Provider, or subcontractor who has the responsibility to investigate, discover, or address misconduct.

Service Provider shall inform its employees in writing of the rights and remedies provided under this section in the predominant native language of the workforce.

24. RETENTION REQUIREMENTS FOR RECORDS

Financial records, supporting documents, statistical records, and all other Service Provider records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the HHS awarding agency or pass-through entity in the case of a subrecipient. HHS awarding agencies and pass-through entities must not impose any other record

retention requirements upon non-Federal entities. The only exceptions are the following:

- (a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
- (b) When the Service Provider is notified in writing by the HHS awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
- (c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.
- (d) When records are transferred to or maintained by the HHS awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the Service Provider.
- (e) Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the Service Provider's fiscal year in which the program income is earned.
- (f) Indirect cost rate proposals and cost allocation plans. This paragraph applies to the following types of documents and their supporting records: Indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).
 - 1) If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.
 - 2) If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the passthrough entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

25. REAL PROPERTY

If the Service Provider is authorized to purchase real property as defined by 45 CFR 75.2, it shall be itemized in the Contract for utilization in the delivery of Services. If real property is purchased as authorized by this Contract, the Service

Provider shall maintain a complete and up-to-date inventory of records for all real property purchased hereunder. Real property specifically designated to be purchased within this Contract, in whole or in part with City funds, shall be reported in accordance with the City inventory policies and procedures. Service Provider shall report real property purchased with funds from this Contract to their Program Coordinator within 30 days of purchase and submit the real property inventory form to the person designated by the City to receive notices and shall perform an annual inventory of all real property purchased with City funds or received from the City.

The City shall retain an equitable interest equal to the City's percentage of participation in the cost of the original purchase (and costs of any improvements) times the current fair market value of the property.

The City shall be included as a co-insured on any insurance policy that covers real property purchased under this Contract. Service Provider shall not encumber or dispose of any real property purchased under this Contract without the prior written consent of the City. Such consent, if given, may include direction as to the means of disposition and the utilization of proceeds, including any necessary adjustments to this Contract.

Upon termination of this Contract, any real property purchased under this Contract shall be disposed of as directed by the City, and if sold, the City shall be compensated in the amount of its equitable interest.

The Service Provider will insure the real property purchased with City funds in accordance with 45 CFR 75.317.

26. EQUAL PARTICIPATION OF FAITH-BASED ORGANIZATIONS

26.1. A faith-based organization that participates in this program retains its independence from the Government and may continue to carry out its mission consistent with religious freedom, nondiscrimination, and conscience protections in Federal law.

A faith-based organization may not use direct Federal financial assistance from HHS to support or engage in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) except when consistent with the Establishment Clause of the First Amendment and any other applicable requirements. Such an organization also may not, in providing services funded by the Human Services Department or in their outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

26.2. Service Provider must provide beneficiaries and prospective beneficiaries of the program funded hereunder with certain protections provided at 45 CFR 87.3(k) and Appendix A to Part 87.

27. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION

27.1. Reporting Total Compensation of Recipient Executives for Non-Federal Entities

Applicability and What to Report. You must report the total compensation for each of your five most highly compensated executives for the preceding completed fiscal year if:

- a) The total Federal funding authorized to date under this Federal award equals or exceeds \$30,000 as defined in 2 CFR 170.320;
- b) In the preceding fiscal year, you received:
- c) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards), and
- d) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at http://www.sec.gov/answers/execomp.htm.)

27.2. Reporting of Total Compensation of Subrecipient Executives

To the Recipient. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

- **27.3. Exemptions.** If, in the previous tax year, you had gross income from all sources under \$300,000, you are exempt from the requirements to report:
 - a) Subawards, and
 - b) The total compensation of the five most highly compensated executives of any subrecipient.

- **27.4. Definitions.** For purposes of this section.
 - a) **Federal Agency** means a Federal agency as defined at 5 U.S.C. 551(1) and further clarified by 5 U.S.C. 552(f).
 - b) **Non-Federal Entity** means all of the following, as defined in 2 CFR part 25:
 - A Governmental organization, which is a State, local government, or Indian tribe;
 - A foreign public entity;
 - A domestic or foreign nonprofit organization; and,
 - A domestic or foreign for-profit organization
 - c) **Executive** means officers, managing partners, or any other employees in management positions.
 - d) Subaward:
 - This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you, as the recipient, award to an eligible subrecipient.
 - The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.331).
 - A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
- **27.5. Subrecipient** means a non-Federal entity or Federal agency that:
 - Receives a subaward from you (the recipient) under this award; and
 - Is accountable to you for the use of the Federal funds provided by the subaward.
- **27.6. Total Compensation** means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information, see 17 CFR 229.402(c)(2)).

28. SYSTEM FOR AWARD MANAGEMENT AND UNIVERSAL IDENTIFIER REQUIREMENTS

28.1. Requirement for System for Award Management

Unless you are exempted from this requirement under 2 CFR 25.110, you must maintain current information in the federal System for Award Management (SAM). This includes information on your immediate and highest level owner and subsidiaries, as well as on all of your predecessors that have been awarded a Federal contract or Federal financial assistance within the last three years, if applicable until you submit the final financial report required under this Contract or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration and more frequently if required by changes in your information or another Federal award term.

28.2. Requirement for Unique Entity Identifier

Service Provider may not receive any funding under this Contract until it has provided a Unique Entity Identifier (UEI) to the City. The Service Provider will maintain its UEI throughout the term of this Contract.

28.3. Definitions

For the purposes of this section:

- a) System for Award Management (SAM) means the Federal repository into which a recipient must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM internet site (currently at https://www.sam.gov).
- b) **Unique Entity Identifier** means the identifier assigned by SAM to uniquely identify business entities.
- c) **Entity** includes non-Federal entities as defined at 2 CFR 200.1 and also includes all of the following, for purposes of this part:
 - A foreign organization;
 - A foreign public entity;
 - A domestic for-profit organization; and
 - A Federal agency
- d) Subaward has the meaning given in 2 CFR 200.1
- e) Subrecipient has the meaning given in 2 CFR 200.1

29. EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity. Except as otherwise provided under 41 CFR part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, Equal Employment Opportunity (30 FR 12319, 12935, 3 CFR 1964-1965 Comp., p. 339) as amended by Executive Order 11375 amending Executive Order 11246 Relating to Equal Employment Opportunity, and implementing regulations at 41 CFR part 60.

30. DAVIS-BACON ACT

All prime construction contracts in excess of \$2,000 awarded by the Service Provider must include a provision for compliance with the Davis-Bacon Act (40) U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR part 5). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. Service Provider must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. Service Provider must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR part 3). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work to give up any part of the compensation to which he or she is otherwise entitled. Service Provider must report all suspected or reported violations to the City and the federal awarding agency.

31. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

All contracts awarded by the Service Provider in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible, provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies, materials, or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.

32. PROFESSIONAL STANDARDS

Licensure/Education/Training Requirements Levels of staff qualifications and applicable site licenses must be submitted prior to the beginning of Service.

A. LICENSE

Service Provider must submit a copy of a current Arizona Childcare License or a provisional license to the City prior to the opening of a new classroom and for all existing classrooms. This license must always be maintained on file and on-site during the term of this Contract.

B. LICENSING VIOLATIONS

- Head Start funds may not be used to pay violations.
- The City may close a site in its sole and absolute discretion if it receives 2 or more enforcements in any 12-month period.

C. FIRST AID AND CPR

Service Provider must require paid employees assigned to classrooms to be trained in First Aid and CPR and to maintain a current certificate. In addition, before and during the first 3 months of employment, training and orientation should detail health and safety issues for early care and education settings, including, but not limited to:

- Recognition and reporting of child abuse and neglect.
- Typical and atypical child development.
- Pediatric first aid and CPR.
- Safe sleep practices.
- Poison prevention.
- Standard precautions for the prevention of communicable disease.
- Emergency preparedness.
- Nutrition and age-appropriate feeding.
- Medication administration.
- Care plan implementation for children with special health care needs.
- Prevention and response to emergencies due to food and allergic reactions.
- Head Start Program Performance Standards, Standards of Conduct.

Caregivers/teachers should complete training before administering medication to children. See Standard 2.13.1(g)(h) of **Section I – Scope of Work** for more information. All directors or program administrators and caregivers/teachers should document receipt of training. Service Providers should not care for children unsupervised until they have completed training in pediatric first aid and CPR; standard precautions for the prevention of communicable disease; and poison prevention.

Service Provider must ensure that all teachers who deliver Head Start services meet the Head Start and State of Arizona requirements. Service Providers will ensure compliance with the following:

45 CFR § 1302.91. Head Start Performance Standards – Staff Qualifications and Competency Requirements.

- (a) <u>Purpose</u>. A program must ensure that all staff and contractors engaged in the delivery of program services have sufficient knowledge, training, experience, and competencies to fulfill the roles and responsibilities of their positions and to ensure high-quality service delivery in accordance with program performance standards. A program must provide ongoing training and professional development to support staff in fulfilling their roles and responsibilities.
- (b) <u>Head Start Director</u>. A program must ensure a Head Start director hired after November 7, 2016, has, at a minimum, a baccalaureate degree and experience in supervision of staff, fiscal management, and administration.
- (c) <u>Fiscal Officer</u>. A program must assess staffing needs in consideration of the fiscal complexity of the organization and applicable financial management requirements and secure the regularly scheduled or ongoing services of a fiscal officer with sufficient education and experience to meet their needs. A program must ensure a fiscal officer hired after November 7, 2016, is a Certified Public Accountant or has, at a minimum, a baccalaureate or advanced degree in accounting, business, fiscal management, or a related field.
- (d) Educational Coaches. Staff and consultants that serve as education managers or coordinators, including those that serve as curriculum specialists, have a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience.
- (e) Head Start Center-Based Teacher Qualification Requirements. As prescribed in section 648A(a)(3)(B) of the Head Start Act, a program must ensure all center-based teachers have at least an associate degree or baccalaureate degree in child development or early childhood or equivalent coursework.
- (f) Head Start Assistant Teacher Qualification Requirements. As prescribed in section 648A(a)(2)(B)(ii) of the Head Start Act, a program must ensure Head Start assistant teachers, at a minimum, have a CDA credential **or** are enrolled in a program that will lead to an associate or baccalaureate degree **or** are enrolled in a CDA credential program to be completed within two years of the time of hire.

If the CDA credential is not obtained within two years of hiring, staff will be removed from the Head Start classroom.

D. ARIZONA EARLY CHILDHOOD WORKFORCE REGISTRY

All staff are encouraged to register with the Arizona Early Childhood Workforce Registry, https://www.azregistry.org. Program staff will be required to participate in the Arizona Quality Rating and Improvement System (QRIS).

SECTION III INDEMNIFICATION AND INSURANCE

1. INDEMNIFICATION REQUIREMENTS FOR SCHOOL DISTRICTS

Each party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) ("Claims"), but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

Each party must use its best efforts to cause all contractors (each an "Additional Indemnitor") to indemnify, defend, save, and hold harmless the other party from and against any and all Claims caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the Additional Indemnitor [and persons for whom they are vicariously liable].

2. INSURANCE REQUIREMENTS FOR SCHOOL DISTRICTS

The other governmental entity has no insurance requirements unless any part of the Agreement is contracted or subcontracted.

3. INSURANCE SPECIFICATIONS FOR ANY CONTRACTORS USED BY A PARTY TO THE AGREEMENT BETWEEN PUBLIC ENTITIES

If any part of this Agreement is contracted or subcontracted, *Fowler Elementary School District #45* must require its contractor(s) and subcontractor(s) to name the City of Phoenix as an additional insured to the same extent that *Fowler Elementary School District #45* is named as an additional insured as required under the contract.

SECTION IV BACKGROUND SCREENING REQUIREMENTS

1. BACKGROUND SCREENING

The Provider agrees that all Provider staff and subcontractors' workers (collectively "Contractor Worker(s))" pursuant to this Contract will be subject to background and security checks and screening (collectively "Background Screening") at the Provider's sole cost and expense unless otherwise provided for in the scope of work. The Provider's background screening will comply with all applicable laws, rules, and regulations. The Provider further agrees that background screening is necessary to preserve and protect public health, safety, and welfare. The City requires a completed Contract Worker Badge/Key/Intrusion Detection Responsibilities Contract for each Contract Worker who requires a badge or key.

1.1. Background Screening Risk and Level

The City has established two levels of risk: Standard and Maximum risk. If the scope of work changes, the City may amend the level of risk, which could require the Provider to incur additional contract costs to obtain background screens or badges.

1.2. Terms of This Section are Applicable to all Provider's Contracts and Subcontracts

The Provider will include Contract Worker background screening in all contracts and subcontracts for services furnished under this Contract.

1.3. Materiality of Background Screening Requirements; Indemnity

The background screening requirements are material to the City's entry into this Contract and any breach of these provisions will be deemed a material breach of this Contract. In addition to the indemnity provisions set forth in this Contract, the Provider will defend, indemnify, and hold harmless the City for all claims arising out of this background screening section, including, but not limited to, the disqualifications of a Contract Worker by the Provider. The background screening requirements are the minimum requirements for the Contract. The City in no way warrants that these minimum requirements are sufficient to protect the Provider from any liabilities that may arise out of the Provider's services under this Contract or Provider's failure to comply with this section. Therefore, the Provider and its Contract Workers will take any reasonable, prudent, and necessary measures to preserve and protect public health, safety, and welfare when providing services under this Contract.

1.4. Continuing Duty; Audit

The Provider's obligations and requirements will continue throughout the entire term of this Contract. The Provider will maintain all records and

documents related to all background screenings, and the City reserves the right to audit the Provider's records.

2. BACKGROUND SCREENING – MAXIMUM RISK

2.1. Determined Risk Level

The current risk level and background screening required is **MAXIMUM RISK**.

2.2. Maximum Risk Level

A maximum risk background screening will be performed every five years when the Contract Worker's work assignment will:

- work directly with vulnerable adults or children (under age 18)
- has any responsibility for the receipt of payment of City funds or control of inventories, assets, or records that are at risk of misappropriation.
- has unescorted access to:
 - City data centers, money rooms, high-value equipment rooms.
 - has unescorted access to private residences.
 - has access to critical infrastructure sites/facilities.
 - has direct or remote access to the Criminal Justice Information Systems (CJIS) infrastructure.

2.3. Requirements

The background screening for maximum risk level will include a background check for real identity/legal name and will include felony and misdemeanor records from any county in the United States, the State of Arizona, plus any other jurisdiction where the Provider worker has lived at any time in the preceding seven years from the Contract Worker's proposed date of hire. In addition, Maximum screening levels may require additional checks as included herein, depending on the scope of work, and may be amended if the scope of work changes.

2.4. Additional Maximum Risk Background Checks: Maximum screening will additionally require

- Credit Check (for cash handling, accounting, and compliance positions only).
- Fingerprint verification (when Contract Worker is working directly with children or vulnerable adults, or scope takes the individual to a City location with Criminal Justice Information System (CJIS) access.).

2.5. Maximum Risk Background Check for Child Care Staff Member

- A Federal Bureau of Investigation fingerprint check using Next Generation Identification.
- A search of the National Crime Information Center's National Sex Offender Registry.
- A search of the following registries, repositories, or databases in the State where the child care staff member resides and each State where resided during the preceding five years:
 - State criminal registry or repository, with the use of fingerprints being:
 - Required in the State where the staff member resides.
 - Optional in other States.
 - State sex offender registry or repository.
 - State-based child abuse and neglect registry and database.

2.6. Provider Certification; City Approval of Maximum Risk Background Screening

Unless otherwise provided for in the Scope of Work, the Provider will be responsible for:

- determining whether Contract Worker(s) are disqualified from performing work for the City for maximum risk level background checks; and,
- submitting pass/fail results to the City for approval; and,
- reviewing the results of the background check every three to five years, dependent on scope; and,
- to engage in whatever due diligence is necessary to make the decision on whether to disqualify a Contract Worker; and,
- Submitting the list of qualified Contract Workers to the contracting department; and,
- If, upon review of the background information, the City will advise the Provider if it believes a Contract Worker should be disqualified. The Provider will evaluate the Contract Worker, and if the Provider believes that there are extenuating circumstances that suggest that the person should not be disqualified, the Provider will discuss those circumstances with the contracting department. The contracting

department's decision on the disqualification of a Contract Worker is final.

- For sole proprietors, the Provider must comply with the background check for himself and any business partners, or members or employees who will assist on the contract and for whom the requirements of the Agreement apply.
- By executing this Contract, the Provider certifies and warrants that the Provider has read the background screening requirements and criteria in this section and that all background screening information furnished to the City is accurate and current.
- The City's final documented decision will be an "approve" or "deny" for identified Contract Workers.
- The City will not keep records related to background checks once they are confirmed. Information to verify the results will be returned to the Provider or any contracted agency that assists with the review after the City's completed review.
- By executing this Contract, the Provider further certifies and warrants that the Provider has satisfied all such background screening requirements for the maximum risk background screening and verified legal worker status, as required.
- Contract Workers will not apply for the appropriate City of Phoenix identification and access badge or keys until the Provider has received the City's written acceptance of the Contract Worker's maximum risk background screening. The City may, in its sole discretion, accept or reject any or all the Contract Workers proposed by the Provider for performing work under this Agreement. A Contract Worker rejected for work at a maximum risk level under this agreement will not be proposed to perform work under other city contracts or engagements without the City's prior written approval.
- For any childcare or health worker positions or Criminal Justice Information Systems access in the scope of work, the Provider is required to send the City updated background checks every three years.

EXHIBIT A1 HEAD START BUDGET DOCUMENTS

(see following pages)



April 11, 2024

Nora Ulloa, M.A.Ed., Superintendent Fowler Elementary School District #45 1617 S. 67th Avenue Phoenix, AZ 85043

Reference: Notice of Award, Fiscal Year 2025 Head Start Birth to Five Program Funding

Dear Ms. Ulloa,

This letter informs you that the City of Phoenix is pleased to offer Fowler Elementary School District **150 slots** for FY25 as a Head Start Birth to Five Program Early Childhood Education Services Provider.

Awarding Office: Office of Head Start	FAIN:	Award Authority: 42 USC 9801 et seq.	CFDA No. 93.600 Head Start
Project: Head Start and Early Head Start	Budget Period: 07/01/2024 thru 06/30/2025	Estimated funding: \$1,905,000	Funded HS Full-Time Slots: 110
			Funded EHS Full-Time Slots: 40

Estimated Fu	Estimated Funding Breakdown Estimate		Award Computation	
Head Start Base	\$1,265,000	Federal Share	\$1,905,000	
Early Head Start Base	\$640,000	Required Non- Federal Share (25%)	\$476,250	

If you have any questions, please do not hesitate to contact the Head Start Deputy Director, Patricia Kirkland at (602) 262-4042, the Program Coordinator, JoAnn Jackson at (602) 679-4087 or Accountant III, Juliana Panqueva at (602) 262-4031.

Sincerely,

Patricia Kirkland
Deputy Human Services Director
Education Division

cc: Elizabeth Camu, Cheryl Miller, Vincent Medina, JoAnn Jackson, Perla Garcia

	- Basic - FY25				
	- Basic - FY25				_
$\overline{}$	711-				
-	chool District #45		i		
		THE PROPERTY.			
	Line Item	Justification		Budget	Total
6 PERSONNEL		The state of the s	,		
_	Salaries - Non City	See Staffing Schedule	. ⊶	65 / 093.95	
8 Total Personnel		TEXT TO THE TAXABLE T		₩.	657,093.95
9 FRINGE					
10	FICA	See Staffing Schedule	•∽	50,267.69	
11	Industrial Insurance - Professional	See Staffing Schedule	↓	3,219.76	
12	Health Insurance/ Life / Dental	See Staffing Schedule	∽	191,200.93	
13	Pension	See Staffing Schedule	ۖ	80,625,43	
14 Total Fringe		a deliver or		44	325,313.81
15 SUPPLIES					
	Books, Classroom Supplies, and	\$715 per student x 110 students	54	78,650.00	
16.	Testing Materials	The state of the s		00 1	
17	Office Supplies	\$350 per Classroom x 5.5 Classrooms + \$2000,00 tor Office	٠,	5,925.00	
18	Photocopy & Duplicating	Toner & supplies for copier (\$500 per classroom x 5.5 classrooms + \$2,500 for the office)	6/1	5,250.00	
19	Medical & Dental Supplies	\$500 per classroom x 5.5 classrooms	1/1	3,250.00	
20	Computer Materials	Ink & supplies for 5.5 classrooms (\$500 per classroom x 6.5 classrooms + \$2,234.52 for the office)	٠,	4,984.52	
21	Photographic Supplies	\$500 per classroom x 5.5 classrooms	Ŀ 4	2,750.00	
22	Food	Cooking experiences in classroom (\$500 per classroom x 5.5 classrooms)	₩.	2,750.00	
	Parent Fund Supplies	\$500 per classroom x 5.5 classrooms	.	2,750.00	
24 Total Supplies		errabit, mile errabit	}	•	104,309.52
25 CONTRACTUAL		The state of the s			
26	Substitute Teachers and Instructional Aides contracted with ChildCare Careers	Cost for a third party agency to supply substitute teachers and instructional assistants as required from August 1 through May 22 due to staffing shortages and need of coverage for staff sick leave.	E		
76		Substitute Lead Teachers - \$29.95 per hour x 2000 hours = \$59,900	∽	59,900.00	
28		Substitute Instructional Aides - \$26.95 per hour x 4000 hours = \$107,800	67	107,800.00	
29					
30 Total Contractual			_	-	167,700.00
31 OTHER			<u></u>	00 204	
35	Postage	it o Sudent x o mailings per year x too per mailing = po41.22	4 6	2 500 75	
33	Adult Meais - Breakfast	\$\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	4	2,050.12	
8	Adult Meals - Lunch	\$2.85 x 5.5 classrooms x 3 adults x 135 days	۰ م	5,348.38	
35	Membership dues	Fowler District Membership to Az Head Start Association	₩	1,000.00	
36	Meeting Registration	Quarterly AZHSA meetings - 4 @ \$50 = \$200	Ļ Ą.	200.00	
37 Total Other				\$	10,582.73
38 Total Agency Request	ruest			₩.	1,265,000.00
38					
40					
41					
42		110 Students x \$11,500 per student			\$1,265,000.00
43					

L	4	8			
-	In-Kind Budget				ш
2		n - Basic - FY25			
ო		Fowler Elementary School District #45	Control of the second s		
4					
S	Category	Line Item	Justification	Budget	Total
9	PERSONNEL				
7		Parent Volunteers	130 parent volunteers x 7.0 hours each x \$14.38 per hour = \$13,085.80	\$13,085.80	
æ		Early Childhood Director	46 FTE Director @ \$97,285.15	\$44,751.17	
o,					
2	10 Total Personnel				\$57,836.97
Ξ	11 FRINGE				
12		FICA	7.65%	\$4,424.53	
13		Pension	12.27%	\$7,096.60	
4		Industrial Insurance	0,49%	\$283.40	:
15	15 Total Fringe				\$11,804.53
16	SUPPLIES				
17					
18					
19	19 Total Other	- Authority			\$0.00
8	20 OTHER				
<u>۲</u>	,	Depreciation - Fowler Elementary School	\$393,622 (total estimated depreciation expense) x 6.36% (percentage of building	\$25,034.36	
1			that is being used for the Head Start program) = \$50,068.72		
22		Depreciation - Sunridge Elementary School	\$310,865 (total estimated depreciation expense) \times 5.47% (percentage of building that is being used for the Head Start program) = \$17,004.32	\$17,004.32	
ន		Depreciation - Sun Canyon Elementary School	$\$376,175$ (total estimated depreciation expense) $\times 2.88\%$ (percentage of building that is being used for the Head Start program) = $\$10.833.84$	\$10,833.84	
24		Depreciation - Tuscano Elementary School		\$13,053.27	
55		Depreciation - Dr. Marvene Lobato Child Care Center	\$257,498 (total estimated depreciation expense) x 42% (percentage of building that is being used for the Head Start program) = \$139,847,16	\$108,149.16	
26					
27		Facilities Upkeep Costs - Including Janitorial Services and Utilities Costs	Utilities Costs		
78		Fowler Elementary School	Building Maintenance and Safety - 6.36% of Total District Cost of \$192,985.89	\$12,273.90	İ
. 29		Sunridge Elementary School	Building Maintenance and Safety - 5.47% of Total District Cost of \$181,116.21	\$9,907.06	!
8		Sun Canyon Elementary School	Building Maintenance and Safety - 2.88% of Total District Cost of \$221,318.69	\$6,373.98	
હ		Tuscano Elementary School	Building Maintenance and Safety - 3.47% of Total District Cost of \$251,926.66	\$8,741.86	
32		DMLCCC	Building Maintenance and Safety - 42% of Total District Cost of \$84,609.37	\$35,236.77	
ន	33 Total Other				\$246,608.51
¥	34 Total In-Kind				\$316,250.00
38	35 In-kind 25% Base Budget	udget			\$316,250.00
			· ·		

	•		ļ	6		-		[
	¥	a	ر		п	L		٥
1 Sta	Staffing Schedule							
2 Hea	Head Start Program - Basic - FY25							
⊗ Fow	Fowler Elementary School District #45							
4								
2								
9	Position	Employee Name	Position	Hours/Day	Rate/	Days Worked		Salary
7 DIR	DIRECTOR < HEADSTART	CAMU, ELIZABETH	1046	8	33.36	260	₩	69,388.80
8 FIN	FINANCE CONSULTANT - EARLY CHILDHOOD	MILLER, CHERYL	2668	2	\$ 48.11	260	<u> </u>	25,017.20
9 LICE	9 LICENSING SPECIALIST	TBD	TBD	8	\$ 14.58	260	₩	30,326.40
10 REC	10 RECEPTIONIST	GUTIERREZ, DUVIA	1963	4	\$ 14.80	205	4	12,136.00
11 SEC	11 SECRETARY	ZAMORA, ANNETTE	1707	7.6	\$ 22.32			44,104.32
12 HEA	12 HEALTH ASSISTANT	TBD .	TBD	8	\$ 15.80	260	€≏	32,864.00
13 INS	INSTRUCTIONAL ASSISTANT - FLOATER	MATA, JODECE MARIE	2476	5	\$ 14.60	195	↔	14,235.00
14 INS	INSTRUCTIONAL ASSISTANT<#EADSTART	CAJAS OCHOA, MIRNA MARISOL	2267	9	₩	195	↔	17,082.00
15 INS	INSTRUCTIONAL ASSISTANT < HEADSTART	TBD	2569	9	\$ 14.38	195	\$	16,824.60
16 INS	16 INSTRUCTIONAL ASSISTANT <headstart< td=""><td>TBD</td><td>2477</td><td>9</td><td>\$ 14.38</td><td>195</td><td>₩</td><td>16,824.60</td></headstart<>	TBD	2477	9	\$ 14.38	195	₩	16,824.60
17 INS	INSTRUCTIONAL ASSISTANT <headstart< td=""><td>AVELINO, JUDITH</td><td>2224</td><td>9</td><td>14.60</td><td>195</td><td>€₽</td><td>17,082.00</td></headstart<>	AVELINO, JUDITH	2224	9	14.60	195	€₽	17,082.00
18 INS	18 INSTRUCTIONAL ASSISTANT <headstart< td=""><td>CHAVEZ, LAURA</td><td>2478</td><td>9</td><td>\$ 14.38</td><td>195</td><td>\$</td><td>16,824.60</td></headstart<>	CHAVEZ, LAURA	2478	9	\$ 14.38	195	\$	16,824.60
19 INS	19 INSTRUCTIONAL ASSISTANT< HEADSTART	LOPEZ, BETZAIDA	2475	9	\$ 14.38	195	↔	16,824.60
20 INS	20 INSTRUCTIONAL ASSISTANT< HEADSTART	MADRID, SYLVIA E	1771	9	\$ 14.60	195	\$	17,082.00
21 INS	21 INSTRUCTIONAL ASSISTANT <headstart< td=""><td>PEREZ, LIZETH</td><td>2229</td><td>9</td><td>\$ 14.38</td><td>195</td><td>\$</td><td>16,824.60</td></headstart<>	PEREZ, LIZETH	2229	9	\$ 14.38	195	\$	16,824.60
22 INS	22 INSTRUCTIONAL ASSISTANT <headstart< td=""><td>RODRIGUEZ, BEATRIZ</td><td>5256</td><td>9</td><td>14.38</td><td>195</td><td>₩</td><td>16,824.60</td></headstart<>	RODRIGUEZ, BEATRIZ	5256	9	14.38	195	₩	16,824.60
23 INS	INSTRUCTIONAL ASSISTANT <headstart< td=""><td>RODRIGUEZ, KARYNA</td><td>2273</td><td>9</td><td>14.60</td><td>195</td><td>\$</td><td>17,082.00</td></headstart<>	RODRIGUEZ, KARYNA	2273	9	14.60	195	\$	17,082.00
24 INS	24 INSTRUCTIONAL ASSISTANT <headstart< td=""><td>CHAVEZ, GERALDINE</td><td>2421</td><td>æ</td><td>\$ 14.38</td><td>195</td><td>\$</td><td>8,412.30</td></headstart<>	CHAVEZ, GERALDINE	2421	æ	\$ 14.38	195	\$	8,412.30
25 INS	INSTRUCTIONAL ASSISTANT <headstart< td=""><td>TARIN, WENDY M</td><td>2636</td><td>3</td><td>17.65</td><td>195</td><td>\$</td><td>10,325.25</td></headstart<>	TARIN, WENDY M	2636	3	17.65	195	\$	10,325.25
26 TEACHER	CHER	ALONZO, BERENICE	2571	8	\$ 26.39	199	69	42,012.88
27 TEACHER	CHER	KANAWATY, ROSEMARY	2221	8	\$ 34.91	199	₩.	55,576.72
28 TEACHER	CHER	ONISEMOH, AMINAT SCHERRIE	2270	8	\$	199	₩.	41,821.84
29 TEACHER	CHER	WATSON, ANGELA MARIE	2269	8	\$ 35.58	199	\$	56,643.36
30 TEA	30 TEACHER - CLASSIFIED	MEDINA, ROCIO	2409	4	, \$ 17.65	195	6 9	13,767.00
31 TEA	TEACHER - CLASSIFIED	RIVAS, ANA I	2264	8	19.59	199	↔	31,187.28
32							6 ∕4	1
33 TOT	TOTAL SALARIES						₩.	657,093.95
8								

Salaries = \$657,093.95

Head Start mandates the adult to child ratio maintained in each classroom. Fowler's ratios are at 1:10 adult to child in the Basic Head Start classrooms. The staffing schedule reflects the number of staff that is required to operate the program in a manner that leads to providing quality services to children and families. Support staff and Administrative staff are also included. These allocations are based on Fowler's Certified Cost Allocation Plan and tracked using time & effort logs.

Position Title	Employee Name	Annual	Full-Time	Total	Amount
		Salary	Employee	Months	Requested
HEADSTART DIRECTOR	CAMU, ELIZABETH	\$69,388.80	100%	12 Months	\$69,388.80
FINANCE CONSULTANT – EARLY CHILDHOOD	MILLER, CHERYL	\$25,017.20	25%	12 Months	\$25,017.20
LICENSING SPECIALIST	TBD	\$30,326.40	100%	12 Months	\$30,326.40
RECEPTIONIST	GUTIERREZ, DUVIA	\$24,272.00	50%	10 Months	\$12,136.00
SECRETARY	ZAMORA, ANNETTE	\$46,425.60	95%	12 Months	\$44,104.32
HEALTH ASSISTANT	TBD	\$32,864.00	100%	12 Months	\$32,864.00
INSTRUCTIONAL ASSISTANT – FLOATER	MATA, JODECE MARIE	\$14,235.00	62.5%	12 Months	\$14,235.00
INSTRUCTIONAL ASSISTANT-HEADSTART	CAJAS OCHOA, MIRNA MARISOL	\$17,082.00	75%	9 Months	\$17,082.00
INSTRUCTIONAL ASSISTANT-HEADSTART	TBD	\$16,824.60	75%	9 Months	\$16,824.60
INSTRUCTIONAL ASSISTANT-HEADSTART	TBD	\$16,824.60	75%	9 Months	\$16,824.60
INSTRUCTIONAL ASSISTANT-HEADSTART	AVELINO, JUDITH	\$17,082.00	75%	9 Months	\$17,082.00
INSTRUCTIONAL ASSISTANT-HEADSTART	CHAVEZ, LAURA	\$16,824.60	75%	9 Months	\$16,824.60
INSTRUCTIONAL ASSISTANT-HEADSTART	LOPEZ, BETZAIDA	\$16,824.60	75%	9 Months	\$16,824.60
INSTRUCTIONAL ASSISTANT-HEADSTART	MADRID, SYLVIA E	\$17,082.00	75%	9 Months	\$17,082.00
INSTRUCTIONAL ASSISTANT-HEADSTART	PEREZ, LIZETH	\$16,824.60	75%	9 Months	\$16,824.60
INSTRUCTIONAL ASSISTANT-HEADSTART	RODRIGUEZ, BEATRIZ	\$16,824.60	75%	9 Months	\$16,824.60
INSTRUCTIONAL ASSISTANT-HEADSTART	RODRIGUEZ, KARYNA	\$17,082.00	75%	9 Months	\$17,082.00

INSTRUCTIONAL	CHAVEZ, GERALDINE	\$ 8,412.30	37.5%	9 Months	\$ 8,412.30
ASSISTANT-HEADSTART					
INSTRUCTIONAL	TARIN, WENDY M	\$10,325.25	37.5%	9 Months	\$10,325.25
ASSISTANT-HEADSTART					
TEACHER – CERTIFIED	ALONZO, BERENICE	\$42,012.88	100%	9 Months	\$42,012.88
TEACHER – CERTIFIED	KANAWATY,	\$55,576.72	100%	9 Months	\$55,576.72
	ROSEMARY				
TEACHER – CERTIFIED	ONISEMOH,	\$41,821.84	100%	9 Months	\$41,821.84
	AMINAT SCHERRIE				
TEACHER - CERTIFIED	WATSON, ANGELA	\$56,643.36	100%	9 Months	\$56,643.36
	MARIE				
TEACHER - CLASSIFIED	RIVAS, ANA I	\$31,187.28	100%	9 Months	\$31,187.28
TEACHER - CLASSIFIED	MEDINA, ROCIO	\$13,767.00	50%	9 Months	\$13,767.00
TOTAL SALARIES					\$657,093.95

JOB DESCRIPTIONS:

HEAD START DIRECTOR (1 Position)

This position directs the overall Head Start program, including but not limited to overseeing the implementation of project activities, coordinating with other agencies, providing program and staff performance evaluation, and collecting, tabulating, and interpreting required data. This individual ensures that reports and documentation are sent to the City of Phoenix. Salaries are consistent with the current organization's compensation policy.

FINANCE CONSULTANT – EARLY CHILDHOOD (1 Position)

This position is responsible for overseeing all financial transactions of the program. This includes, preparing and submitting the annual budget and other application documents, submitting monthly reimbursement claims to the City of Phoenix and ensuring that all monies expended are within the budget limits as well as appropriate and allowed for in the grant. The Finance Consultant meets with program administration each month to reconcile expenses as compared to the grant documents to ensure the program stays on track financially.

LICENSING SPECIALIST (1 Position)

The Licensing Specialist assists the Head Start Director in assuring each classroom in the program is in compliance with the Arizona Department of Child Care Licensing.

RECEPTIONIST (1 Position)

The Receptionist receives and greets visitors and parents at the Dr. Marvene Lobato Child Care Center and is responsible for answering phones that come into the center. She provides any support necessary to the program staff, students and parents.

SECRETARY (1 Position)

The Secretary is responsible for supply inventory, creating purchase orders for goods and services that are purchased for the program. She serves as support to the Head Start Director, the Early Childhood Director, the teachers and instructional assistants for all program needs.

HEALTH ASSISTANT (1 Position)

This position is on campus to provide first aid and other health related services to the students.

INSTRUCTIONAL ASSISTANT (12 Positions)

Two Instructional Assistants are provided for each classroom to assist the teachers and students in instructional delivery and classroom and playground management.

TEACHER – BASIC HEAD START (6 Positions)

Basic Head Start Teachers are certified by the Arizona Department of Education. These teachers provide classroom instruction and are the teachers of record for those classrooms.

Fringe Benefits = \$325,313.81

Employer paid benefits to include Employer paid benefits for all Head Start personnel calculated at 20.41% plus the cost of health insurance. This includes FICA and Medicare @ 7.65%, Worker's Compensation @ .49%, Az State Retirement @12.27% and health insurance @ \$10,023.64 per FTE of 21.575. FTE is calculated by dividing total staff hours per day by 8 hours (172.6 hours per day/8 hours per day = 19.075 FTE).

Fringe Benefit	Calculation	Amount Requested
FICA	7.65%	\$ 50,267.69
Industrial Insurance - Professional	0.49%	\$ 3,219.76
Health Insurance/ Life / Dental	\$10,023.64 per FTE of 19.075	\$ 191,200.93

Pension/Retirement	12.27%	\$ 80,625.43
TOTAL FRINGE		\$ 325,313.81

Supplies = \$104,309.52

Item Requested	Description & Justification	Number Needed	Unit Cost	Amount Requested
Books, Classroom Supplies, and Testing Materials	Books and other classroom supplies such as paper, pencils, crayons, paint, manipulatives, etc. to support the curriculum and foster the social and emotional development, mathematical concepts, language and literacy, physical development and field trip experiences.	9 Months	\$715 per student x 110 students	\$78,650.00
Office Supplies	The office supplies are to supplement the classroom. Items purchased are paper, file folders, pens and pencils, etc.	9 Months	\$350 per Classroom x 5.5 Classrooms + \$2000.00 for Office	\$ 3,925.00
Photocopy & Duplicating	The office uses basic equipment and supplies such as copy paper and toner.	9 Months	Toner & supplies for copier (\$500 per classroom x 5.5 classrooms + \$2,500 for the office)	\$ 5,250.00
Medical & Dental Supplies	Students are provided with health, oral hygiene, and mental health services.	9 Months	\$500 per classroom x 5.5 classrooms	\$ 3,250.00

Computer Materials	The computer supplies include toner and other	9 Months	Ink & supplies for 5.5 classrooms (\$500 per	\$ 4,984.52
	supplies for computers and		classroom x 5.5	
	printers in classrooms and		classrooms + \$2,234.52	
	for office use.		for the office)	
Photographic	Teachers will provide a	9	\$500 per classroom x	\$ 2,750.00
Supplies	variety of experiences and	Months	5.5 classrooms	
	activities for our students			
	that will require			
	photography in and outside			
	the classroom.			
Food	Food and other supplies are	9	Cooking experiences in	\$ 2,750.00
	used for students to	Months	classroom (\$500 per	
	experience cooking in the		classroom x 5.5	
	classroom.		classrooms)	
Parent Fund	Training opportunities will	9	\$500 per classroom x	\$ 2,750.00
Supplies	be provided for parents and community members.	Months	5.5 classrooms	
	These trainings will create			
	opportunities for parents			
	and families to become			
	decision makers and			
	advocates for their children.			
	Parents will be sent			
	pertinent information on			
	the Head Start Program and			
	the training that is available			
	to them.			
Total Supplies				\$104,309.52

Contractual - \$167,700.00

Item Requested	Description & Justification	Amount Requested
Substitute Teachers	Cost for a third party agency to supply substitute	
and Instructional	teachers and instructional assistants as required from	
Aides contracted with	August 1 through May 22 due to staffing shortages	
ChildCare Careers	and need of coverage for staff sick leave.	
	Substitute Lead Teachers - \$29.95 per hour x 2000 hours = \$59,900	\$ 59,900.00
	Substitute Instructional Aides - \$26.95 per hour x 4000 hours = \$107,800	\$107,800.00
Total Contractual		\$167,700.00

Other - \$10,582.73

Item Requested	Description & Justification	Number Needed	Unit Cost	Amount Requested
Postage	For parent involvement, mailings are sent six times per year throughout the year to update families on program activities.	660 mailings	110 Student x 6 mailings per year x .66 per mailing = \$435.60	\$ 435.60
Adult Meals – Breakfast	Breakfast provided for classroom staff to support the family style meal service for the students.	1485 meals	\$1.75 x 5.5 classrooms x 2 adults x 135 days = \$2,598.75	\$ 2,598.75
Adult Meals – Lunch	Lunch provided for classroom staff to support the family style meal service for the students.	2228 meals	\$2.85 per meal x 5.5 classrooms x 3 adults x 135 days = \$6,348.38	\$ 6,348.38
Membership Dues	Fowler District Membership to Az Head Start Association	1 Annually	\$1,000 per year	\$ 1,000.00

Meeting Registration	Quarterly AZHSA meetings – to be attended by the Head Start Director	4 Annually	\$50 per quarter x 4 quarters = \$200	\$ 200.00
Total Other				\$10,582.73

Total Budget = \$1,265,000.00

Salaries = \$57,836.97

Position Title	Employee Name	Description and Justification	Non-Federal Share Amount
PARENT VOLUNTEERS	N/A	130 parent volunteers x 7.0 hours each x \$14.38 per hour = \$13,085.90	\$13,085.90
EARLY CHILDHOOD DIRECTOR	MEDINA, VINCENT	.46 FTE Director @ \$97,285.15	\$44,751.17
TOTAL SALARIES			\$57,836.97

JOB DESCRIPTIONS:

PARENT VOLUNTEERS

Parents of Head Start students are required to spend a minimal amount of time helping in the classrooms, on the playground and during other Head Start activities.

EARLY CHILDHOOD DIRECTOR

The Early Childhood Director oversees and is responsible for all early childhood programs oversight which includes the administration of budget, management of staff, including teacher evaluations and ensuring compliance with federal and state requirements.

Fringe Benefits = \$11,804.53

Employer paid benefits for all parent volunteers and the Early Childhood Director calculated at 20.41%. This includes FICA and Medicare @ 7.65%, Worker's Compensation @ .49% and Az State Retirement @12.27% of the calculated salary.

Fringe Benefit	Calculation	Amount Requested
FICA	7.65%	\$ 4,424.53
Industrial Insurance - Professional	0.49%	\$ 283.40
Pension/Retirement	12.27%	\$ 7,096.60
TOTAL FRINGE		\$11,804.53

Other - \$246,608.51

Item Requested	Description & Justification	Amount Requested
Depreciation - Fowler Elementary School	\$393,622 (total estimated depreciation expense) x 6.36% (percentage of building that is being used for the Head Start program) = \$50,068.72	\$25,034.36
Depreciation - Sunridge Elementary School	\$310,865 (total estimated depreciation expense) x 5.47% (percentage of building that is being used for the Head Start program) = \$17,004.32	\$17,004.32
Depreciation - Sun Canyon Elementary School	\$376,175 (total estimated depreciation expense) x 2.88% (percentage of building that is being used for the Head Start program) = \$10,833.84	\$10,833.84
Depreciation - Tuscano Elementary School	\$376,176 (total estimated depreciation expense) x 3.47% (percentage of building that is being used for the Head Start program) = \$13,053.27	\$13,053.27
Depreciation - Dr. Marvene Lobato Child Care Center	\$257,498 (total estimated depreciation expense) x 42% (percentage of building that is being used for the Head Start program) = \$139,847.16	\$108,149.16
Fowler Elementary School	Building Maintenance and Safety - 6.36% of Total District Cost of \$192,985.89	\$12,273.90
Sunridge Elementary School	Building Maintenance and Safety - 5.47% of Total District Cost of \$181,116.21	\$9,907.06
Sun Canyon Elementary School	Building Maintenance and Safety - 2.88% of Total District Cost of \$221,318.69	\$6,373.98
Tuscano Elementary School	Building Maintenance and Safety - 3.47% of Total District Cost of \$251,926.66	\$8,741.86
DMLCCC	Building Maintenance and Safety - 42% of Total District Cost of \$84,609.37	\$35,236.77
Total Other		\$246,608.51

Total In-Kind Budget = \$316,250.00

Cost Distribution - Head Start funds Head Start Program - Basic - FY2S Fowler Elementary School District #45

Category	313	Totai	Admin	Program	Admin	Program	Total
	:	Cost	Percentage	Percentage	Cost	Cost	Cost
PERSONNEL (Fed Share)							
Director	1.00	\$69,388.80	33.00%	67.00%	\$22,898.30	\$46,490.50	\$69,388.80
Secretary/Receptionist	1.45	\$56,240.32	100.00%	0.00%	\$56,240.32	\$0.00	\$56,240.32
Financial Consultant	0.25	\$25,017.20	100.00%		\$25,017.20		\$25,017.20
Certified EC Teachers	5.50	\$241,009.08	0.00%	100,00%	\$0.00	\$241,009.08	\$241,009.08
Instructional Assistants	8.88	\$202,248.15	0.00%	100.00%	\$0.00	\$202,248.15	\$202,248.15
Licensing Specialist	1.00	\$30,326.40	0000	100.00%	\$0.00	\$30,326.40	\$30,326.40
Health Assistant	1.00	\$32,864.00	0.00%	100.00%	\$0.00	\$32,864.00	\$32,864.00
Total Personnel (Fed Share)	19.08	\$657,093.95		1		1	\$657,093.95
PERSONNEL (Non-FS)							
Parent Volunteers	00.00	\$13,085.80	0.00%	100.00%	\$0.00	\$13.085.80	\$13,085,80
Early Childhood Director	0.46	\$44,751.17	25.00%	75.00%	\$11,187.79	\$33,563.38	\$44,751.17
Total Personnel (Non-FS)	00'0	\$57.836.97		•	\$11.187.79	\$46.649.18	257.836.97
FRINGE (Fed Share)				+			10:00010
FICA		\$50,267.69	15.85%	84.15%	\$7,967.92	\$42,299.77	\$50,267.69
Industrial Insurance - Professional		\$3,219.76	15.85%	84,15%	\$510.36	\$2,709.40	\$3,219.76
Health Insurance/ Life / Dental		\$191,200.93	15.85%	84.15%	\$30,307.22	\$160,893,71	\$191,200.93
Pension		\$80,625.43	15.85%	84.15%	\$12,779.92	\$67,845,51	\$80,625,43
Total Fringe (Fed Share)		\$325,313.81			\$51,565.42	\$273,748.38	\$325,313.81
FRINGE (Non-FS)			į				
FICA		\$4,424.53	19.34%	80.66%	\$855.87	\$3,568.66	\$4,424.53
Pension		\$7,096.60	19.34%	80.66%	\$1,372.74	\$5,723.85	\$7,096.60
Industrial Insurance		\$283.40	19.34%	80.66%	\$54.82	\$228.58	\$283.40
Total Fringe (Non-FS)		\$11,804.53			\$2,283.43	\$9,521.10	\$11,804.53
SUPPLIES (Fed Share)							
Books, Education, & Rec		\$78,650.00	0.00%	100.00%	\$0.00	\$78,650.00	\$78,650.00
Office Supplies		\$3,925.00	43.00%	22.00%	\$1,687.75	\$2,237.25	\$3,925.00
Computer Supplies		\$4,984.52	33.00%	67.00%	\$1,644.89	\$3,339.63	\$4,984.52
Medical & Dental Supplies		\$3,250.00	0.00%	100.00%	\$0.00	\$3,250.00	\$3,250.00
Photographic Supplies		\$2,750.00	0.00%	100.00%	\$0.00	\$2,750.00	\$2,750.00
Photocopy & Duplicating		\$5,250.00	19.00%	81.00%	\$997.50	\$4,252,50	\$5,250.00
Food		\$2,750.00	%00'0	100.00%	\$0.00	\$2,750.00	\$2,750.00
Parent Fund Supplies		\$2,750.00	0.00%	100.00%	\$0.00	\$2,750.00	\$2,750.00
Total Supplies (Fed Share)		\$104,309.52			\$4,330.14	\$99,979.38	\$104,309.52
SUPPLIES (Non-FS)				100.00%	\$0.00	\$0.00	\$0.00
Total Supplies (Non-FS)		\$0.00			\$0.00	\$0.00	\$0.00
CONTRACTUAL (Fed Share)							
Substitute Teachers and Instructional Aides contracted with ChildCare	ntracted with ChildCare						
Careers		\$167,700.00	%0	100%	\$0.00	\$167,700.00	\$167,700.00
			%0	100%	\$0.00	\$0.00	\$0.00
Iotai Contractual (Fed Share)		\$167,700.00	00:0		\$0.00	\$167,700.00	\$167,700.00

OTHER (Fed Share)							
	Postage	\$435.60	%00.0	100.00%	\$0.00	\$435.60	\$435.60
	Adult Meals - Breakfast	\$2,598.75	%00'06	10.00%	\$2,338.88	\$259.88	\$2,598.75
	Adult Meals - Lunch	\$6,348.38	%00.06	10.00%	\$5,713.54	\$634.84	\$6,348.38
	Membership dues	\$1,000.00	%00'06	10.00%	\$900.00	\$100.00	\$1,000.00
	Meeting Registration	\$200.00	%00.06	10.00%	\$180.00	\$20.00	\$200.00
Total OTHER (Fed Share)		\$10,582.73			\$9,132.41	\$1,450.31	\$10,582.73
OTHER (Non-FS)							
	Depreciation - Fowler Elementary School	\$25,034.36	0.00%	100.00%	\$0.00	\$25,034.36	\$25,034.36
	Depreciation - Sunridge Elementary School	\$17,004.32	0.00%	100.00%	\$0.00	\$17,004.32	\$17,004.32
	Depreciation - Sun Canyon Elementary School	\$10,833.84	0.00%	100.00%	\$0.00	\$10,833.84	\$10,833.84
	Depreciation - Tuscano Elementary School	\$13,053.27	0.00%	100.00%	\$0.00	\$13,053.27	\$13,053.27
	Depreciation - Dr. Marvene Lobato Child Care Center	\$108,149.16	%00.0	100.00%	\$0.00	\$108,149.16	\$108,149.16
	Facilities Upkeep Costs - Including Janitorial Services and Utilities Costs						
	Fowler Elementary School	\$12,273.90	0.00%	100.00%	\$0.00	\$12,273.90	\$12,273.90
	Sunridge Elementary School	\$9,907.06	0.00%	100.00%	\$0.00	\$9,907.06	\$9,907.06
	Sun Canyon Elementary School	\$6,373.98	0.00%	100.00%	\$0.00	\$6,373.98	\$6,373.98
	Tuscano Elementary School	\$8,741.86	0.00%	100.00%	\$0.00	\$8,741.86	\$8,741.86
	DMLCCC	\$35,236.77	0.00%	100.00%	\$0.00	\$35,236.77	\$35,236.77
Total OTHER (Non-FS)		\$246,608.51			\$0.00	\$246,608.51	\$246,608.51
Total Federal Share		\$1,265,000.00			\$169,183.80	\$1,095,816.20	\$1,265,000.00
Total Non-Federal Share		\$316,250.00	\$00		\$13,471.22	\$302,778.78	\$316,250.00
Total Costs		\$1,581,250.00			\$182,655.02	\$1,398,594.98	\$1,581,250.00
Admin Percentage	* Administration CAP is 15%	11.55%					
Personnel Percentage		34.77.66 %					

EXHIBIT A2 EARLY HEAD START BUDGET DOCUMENTS

(see following pages)

A	8				В
1 Base Budget					
2 Early Head Start Program - FY25	rogram - FY25				
3 Fowler Elementary	Fowler Elementary School District #45	Addition of the state of the st			
		THE PARTY OF THE P			
_	Line Item	Justification	Bu	Budget	Total
6 PERSONNEL		1177			
	Salaries - Non City	See Staffing Schedule	\$	417,996.80	
8 Jotal Personnel		region		•	417,996.80
9 FRINGE					
10	FICA	See Staffing Schedule	₩	31,976.76	
41	Industrial insurance - Professional	See Staffing Schedule	67	2,048.18	
12	Health Insurance/ Life / Dental	See Staffing Schedule	6 7	55,130.02	
13	Pension	See Staffing Schedule	~	51,288.21	
14 Total Fringe				64	140,443.17
15 SUPPLIES					
	Books, Classroom Supplies, and	(12) now at I dank of the state of the		4000	
16	Testing Materials	ליבס אבו פותתפור א אם פותתפור א	4	4,000.00	
17	Office Supplies	\$100 per Classroom x 5 Classrooms + \$60.38 for the Office	ų,	560.38	
18	Diapers and formula	\$3,000 per Classroom x 5 Early Head Start Classrooms	₽	15,000.00	
19	Photocopy & Duplicating	Toner & supplies for copier (\$100 per dassroom x 5 classrooms)	•^	500.00	
20	Medical & Dental Supplies	\$250 per classroom x 5 classrooms	₽	1,250.00	
21	Photographic Supplies	\$100 per classroom x 5 classrooms	٠,	500.00	
22	Parent Fund Supplies	\$100 per classroom x 5 classrooms	- ≯	500.00	
23 Total Supplies				₩	23,110.38
24 CONTRACTUAL		THE THEORY THOUSE			
۲,	Substitute Teachers and Instructional Aides contracted with ChildCare	Lost for a third party agency to supply substitute teachers and instructional assistants as required from August 1 through May 22 due to staffing shortages and need of coverage for staff sick leave.			
36	(2) (2)	Substitute Lead Teachers - \$29.95 per hours = \$14.975.00	4	14 975 00	
27		Substitute Instructional Aides - \$26.95 per hour x 600 hours = \$16.170		16.170.00	
28					
50	Catering	To provide breakfast and lunch to Early Head Start students during the summer months when the regular school year is not in session.			
30		Breakfast - \$3.00 per day x 50 days x 40 students = \$6,00.00	65	6,000.00	
31 32 Fotal Contractual		Lunch - \$5.00 per day x 50 days x 40 students = \$10,000.00	₩,	10,000,00	47 145 00
33 OTHER			_	_	
34	Postage	40 Student x 6 mailings per year x .66 per mailing = \$158.40	~	158.40	
35	Adult Meals - Breakfast	\$1.75 x 5 classrooms x 2 adults x 185 days	<u>~</u>	3,237.50	
36	Adult Meals - Lunch	\$2.85 x 5 classrooms x 3 adults x 185 days	٠,	7,908.75	
37 Total Other				₩	11,304.65
38 Total Agency Request	quest			₩.	640,000.00
39		- And Andrews			
40		40 Childrent @ \$15 000 over thirdrent		•	000000
	-				

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L	A	8	3	D	ш
_	In-Kind Budget				
7	2 Early Head Start Program - FY25	gram - FY25			
က	3 Fowler Elementary School District #45	ichool District #45			
4					
ĸ	. Category	Line Item	Justification	Budget	Total
9	6 PERSONNEL				
7		Parent Volunteers	40 parent volunteers x 7.0 hours each x \$14.38 per hour = \$3,221.12	\$4,026.40	
8		Preschool Coordinator	1.0 FTE Preschool Coordinator @ \$58,521.92	\$58,526.53	
6	9 Total Personnel				\$62,552.93
9	D FRINGE				
1		FICA	%59:2	\$4,785.30	
12	2	Pension	12.27%	\$7,675.24	
5	89	Industrial Insurance	%670	\$306.51	
7	14 Total Fringe				\$12,767.05
+	15 SUPPLIES				
16	9				
=	17 Total Other				\$0.00
7	18 OTHER				
19	Cr.				
20	0	Depreciation - Fowler Elementary School	\$393,622 (total estimated depreciation expense) x 7.5% (percentage of building that is being used for the Early Head Start program) = \$28,092.66	\$28,092.66	
21		Depreciation - Dr. Marvene Lobato Child Care Center	\$257.498 (total estimated depreciation expense) × 12.31% (percentage of building that is being used for the Early Head Start program) = \$31,698.00	\$31,698.00	
22	2				
ន	8	Facilities Upkeep Costs - Including Janitorial Services and Utilities Costs	Utilities Costs		
24		Fowler Elementary School	Building Maintenance and Safety - 6.36% of Total District Cost of \$192,985.89	\$14,473.94	
52		DMLCCC	Building Maintenance and Safety - 12.31% of Total District Cost of \$84,609.37	\$10,415.41	
2	26 Total Other				\$84,680.02
2	27 Total In-Kind				\$160,000.00
75	28 In-kind 25% Base Budget	ldget			\$160,000.00

L	Ψ	ď	ر	-	u	<u> </u>	
٣	Staffing Schodule		,		1		
1							
7 0	_						
<u>ا</u>	rowier ciententary school District #45						
4							
£.	Position	Employee Name	Positíon	Hours/Day	Rate/Hour	Days Worked	Salany
ဖ	INSTRUCTIONAL ASSISTANT - EARLY HEAD START	FELIX, DANIELA	2424	9	\$ 14.38	\$ 092	22,432.80
7	INSTRUCTIONAL ASSISTANT - EARLY HEAD START	WILLIAMS, JANETTE	2413	9	\$ 14.38		22,432.80
∞	INSTRUCTIONAL ASSISTANT - EARLY HEAD START	MURILLO, MIKAYELA	2225	9	\$ 14.60		22,776.00
တ	INSTRUCTIONAL ASSISTANT - EARLY HEAD START	TBD	2414	9	\$ 14.38	260 \$	22,432.80
7	10 INSTRUCTIONAL ASSISTANT - EARLY HEAD START	TBD	TBD	9	\$ 14.38	\$ 260 \$	22,432.80
÷	11 INSTRUCTIONAL ASSISTANT - EARLY HEAD START	TBD	TBD	9	\$ 14.38	\$ 260 \$	22,432.80
72	12 INSTRUCTIONAL ASSISTANT - EARLY HEAD START	GARCIA, JESSIE	2417	9	\$ 14.60	260 \$	22,776.00
¥	13 INSTRUCTIONAL ASSISTANT - EARLY HEAD START	TBD	2416	9	\$ 14.38	260 \$	22,432.80
7	14 INSTRUCTIONAL ASSISTANT - EARLY HEAD START	CARVAJAL, MARIA H	2229	6	\$ 14.60	\$ 097	22,776.00
÷	15 INSTRUCTIONAL ASSISTANT - EARLY HEAD START	AVELINO OTERO, ITZEL	2570	9	\$ 14.60	\$ 097	22,776.00
7	16 TEACHER - LEAD - EARLY HEAD START	GONZALEZ COVARRUBIAS, PAOLA	2635	8	\$ 17.65	\$ 260 \$	36,712.00
Ψ,	17 TEACHER - LEAD - EARLY HEAD START	CASTANEDA, KIANNA VANESSA	2408	8	\$ 17.65	\$ 260	36,712.00
~	18 TEACHER - LEAD - EARLY HEAD START	TBD	TBD	8	\$ 17.65	\$ 260	36,712.00
Ť	19 TEACHER - LEAD - EARLY HEAD START	LEWIS, VILMA	2405	8	19.91	\$ 260 \$	41,412.80
20	0 TEACHER - LEAD - EARLY HEAD START	NEGRON, MAYRA	2362	8	\$ 19.59	\$ 260	40,747.20
21						₩.	1
22	2 TOTAL SALARIES					₩.	417,996.80
23	3						
24	4 Category	Comment		Percentage			Amount
55	5 FICA			7.65%		\$	31,976.76
58	6 Industrial Insurance - Professional			0.49%		₩.	2,048.18
27	7 Health Insurance/ Life / Dental	\$10,023.64 per FTE				\$	55,130.02
28	8 Pension/Retirement			12.27%		\$	51,288.21
12	29 TOTAL FRINGE					\$	140,443.17
30	0 TOTAL SALARY AND FRINGE					\$	558,439.97
હ							
32	*Early Childhood positions are 12 month						
က်	33 *CDA required to be in position for budgeting						

Salaries = \$417,996.80

Head Start mandates the adult to child ratio maintained in each classroom. Fowler's ratios will be 1:4 adult to child in the Early Head Start classrooms. The staffing schedule reflects the number of staff that is required to operate the program in a manner that leads to providing quality services to children and families. Support staff and Administrative staff are also included. These allocations are based on Fowler's Certified Cost Allocation Plan and tracked using time & effort logs.

Position Title	Employee Name	Annual Salary	Full-Time Employee	Total Months	Amount Requested
INSTRUCTIONAL ASSISTANT - EARLY HEAD START	FELIX, DANIELA	\$22,432.80	75%	12 Months	\$22,432.80
INSTRUCTIONAL ASSISTANT - EARLY HEAD START	WILLIAMS, JANETTE	\$22,432.80	75%	12 Months	\$22,432.80
INSTRUCTIONAL ASSISTANT - EARLY HEAD START	MURILLO, MIKAYELA	\$22,776.00	75%	12 Months	\$22.776.00
INSTRUCTIONAL ASSISTANT - EARLY HEAD START	TBD	\$22,432.80	75%	12 Months	\$22,432.80
INSTRUCTIONAL ASSISTANT - EARLY HEAD START	TBD	\$22,432.80	75%	12 Months	\$22,432.80
INSTRUCTIONAL ASSISTANT - EARLY HEAD START	TBD	\$22,432.80	75%	12 Months	\$22,432.80
INSTRUCTIONAL ASSISTANT - EARLY HEAD START	GARCIA, JESSIE	\$22,776.00	75%	12 Months	\$22,776.00
INSTRUCTIONAL ASSISTANT - EARLY HEAD START	TBD	\$22,432.80	75%	12 Months	\$22,432.80
INSTRUCTIONAL ASSISTANT - EARLY HEAD START	CARVAJAL, MARIA H	\$22,776.00	75%	12 Months	\$22,776.00
INSTRUCTIONAL ASSISTANT - EARLY HEAD START	AVELINO OTERO, ITZEL	\$22,776.00	75%	12 Months	\$22,776.00

TEACHER - LEAD - EARLY	GONZALEZ	\$36,712.00	100%	12 Months	\$36,712.00
HEAD START	COVARRUBIAS,	5333			
	PAOLA				
TEACHER - LEAD - EARLY	CASTANEDA,	\$36,712.00	100%	12 Months	\$36,712.00
HEAD START	KIANNA VANESSA				
TEACHER - LEAD - EARLY	TBD	\$36,712.00	100%	12 Months	\$36,712.00
HEAD START					
TEACHER - LEAD - EARLY	LEWIS, VILMA	\$41,412.80	100%	12 Months	\$41,412.80
HEAD START					
TEACHER - LEAD -	NEGRON, MAYRA	\$40,747.20	100%	12 Months	\$40,747.20
EARLY HEAD START					
TOTAL SALARIES					\$417,996.80

JOB DESCRIPTIONS:

INSTRUCTIONAL ASSISTANT (8 Positions)

Two Instructional Assistants are provided for each classroom to assist the teachers and students in instructional delivery and classroom and playground management.

LEAD TEACHER – EARLY HEAD START (4 Positions)

The Lead Teachers are provided in the Early Head Start classrooms. These teachers are not required to be certified by the Arizona Department of Education but provide instruction to the Early Head Start students and are the teacher of record for those classrooms.

Fringe Benefits = \$140,443.17

Employer paid benefits to include Employer paid benefits for all Head Start personnel calculated at 20.41% plus the cost of health insurance. This includes FICA and Medicare @ 7.65%, Worker's Compensation @ .49%, Az State Retirement @12.27% and health insurance @ \$10,023.64 per FTE. FTE is calculated by dividing total staff hours per day by 8 hours.

Fringe Benefit	Calculation	Amount Requested
FICA	7.65%	\$ 31,976.76
Industrial Insurance - Professional	0.49%	2,048.18
Health Insurance/ Life / Dental	\$10,023.64 per FTE of 30.575	\$ 55,130.22
Pension/Retirement	12.27%	\$ 51,288.21
TOTAL FRINGE		\$ 140,443.17

Supplies = \$23,110.38

Item Requested	Description & Justification	Number Needed	Unit Cost	Amount Requested
Books, Classroom Supplies, and Testing Materials	Books and other classroom supplies such as paper, pencils, crayons, paint, manipulatives, etc. to support the curriculum and foster the social and emotional development, mathematical concepts, language and literacy, physical development and field trip experiences.	12 Months	\$120 per student x 32 students	\$ 4,800.00
Office Supplies	The office supplies are to supplement the classroom. Items purchased are paper, file folders, pens and pencils, etc.	12 Months	\$100 per Classroom x 5 Classrooms + \$60.38 for Office	\$ 560.38
Diapers and formula	To provide necessary basic care items for the Early Head Start students	Months .	\$3,000 per Classroom x 5 Early Head Start Classrooms	\$15,000.00
Photocopy & Duplicating	The office uses basic equipment and supplies such as copy paper and toner.	12 Months	Toner & supplies for copier (\$100 per classroom x 5 classrooms	\$ 500.00
Medical & Dental Supplies	Students are provided with health, oral hygiene, and mental health services.	12 Months	\$250 per classroom x 5 classrooms	\$ 1,250.00
Photographic Supplies	Teachers will provide a variety of experiences and activities for our students that will require photography in and outside the classroom.	12 Months	\$100 per classroom x 5 classrooms	\$ 500.00
Parent Fund Supplies	Training opportunities will be provided for parents and community members. These trainings will create opportunities for parents	12 Months	\$100 per classroom x 5 classrooms	\$ 500.00

Total Supplies		\$23,110.38
	available to them.	
	on the Head Start Program and the training that is	
	sent pertinent information	
	children. Parents will be	
	advocates for their	
	decision makers and	
	and families to become	

Contractual - \$47,145.00

Item Requested	Description & Justification	Amount Requested
Substitute Teachers and Instructional Aides contracted with ChildCare Careers	Cost for a third party agency to supply substitute teachers and instructional assistants as required from August 1 through May 22 due to staffing shortages and need of coverage for staff sick leave.	
46	Substitute Lead Teachers - \$29.95 per hour x 500 hours = \$14,975.00	\$ 14,975.00
	Substitute Instructional Aides - \$26.95 per hour x 600 hours = \$16.170.00	\$ 16,170.00
Catering	To provide breakfast and lunch to Early Head Start students during the summer months when the regular school year is not in session.	
	Breakfast - \$3.00 per day x 50 days x 40 students = \$4,800.00	\$ 6,000.00
	Lunch - \$5.00 per day x 50 days x 40 students = \$8,000.00	\$ 10,000.00
Total Contractual		\$47,145.00

Other - \$6.633.72

Item Requested	Description & Justification	Number Needed	Unit Cost	Amount Requested
Postage	For parent involvement, mailings are sent six times per year throughout the year to update families on program activities.	240 mailings	40 Students x 6 mailings per year x .66 per mailing = \$158.40	\$ 158.40
Adult Meals – Breakfast	Breakfast provided for classroom staff to support the family style meal service for the students.	1850 meals	\$1.75 x 5 classrooms x 2 adults x 185 days = \$3,237.50	\$ 3,237.50
Adult Meals – Lunch	Lunch provided for classroom staff to support the family style meal service for the students.	2775 meals	\$2.85 per meal x 5 classrooms x 3 adults x 185 days = \$7,908.75	\$7,908.75
Total Other				\$11,304.65

Total Budget = \$640,000.00

Salaries = \$62,552.93

Position Title	Employee Name	Description and Justification	Non-Federal Share Amount
PARENT	N/A	40 parent volunteers x 7.0 hours each x	\$4,026.40
VOLUNTEERS		\$14.38 per hour = \$4,026.40	
PRESCHOOL	MATA,	1.0 FTE Preschool Coordinator @	\$58,526.53
COORDINATOR	SANDRA	\$58,526.53	107 - 177
TOTAL SALARIES			\$62,552.93

JOB DESCRIPTIONS:

PARENT VOLUNTEERS

Parents of Head Start students are required to spend a minimal amount of time helping in the classrooms, on the playground and during other Head Start activities.

PRESCHOOL COORDINATOR

The Preschool Coordinator works directly with instructional staff and provides the following support and resources:

Coaching and mentoring-instructional practices, classroom management

Professional Development- curriculum and assessment, child development, developmental and social emotional screening, safety, and Child Care Licensing

Compliance- on site visitations, checklists, and direct classroom support.

Fringe Benefits = \$12,767.05

Employer paid benefits for all parent volunteers and the Preschool Coordinator calculated at 20.41%. This includes FICA and Medicare @ 7.65%, Worker's Compensation @ .49% and Az State Retirement @12.27% of the calculated salary.

Fringe Benefit	Calculation	Amount Requested
FICA	7.65%	\$ 4,785.30
Industrial Insurance - Professional	0.49%	\$ 306.51
Pension/Retirement	12.27%	\$7,675.24
TOTAL FRINGE		\$12,767.05

Other - \$84,680.02

Item Requested	Description & Justification	Amount Requested
Depreciation - Fowler Elementary School	\$393,622 (total estimated depreciation expense) x 7.5% (percentage of building that is being used for the Early Head Start program) = $$28,092.66$	\$28,092.66
Depreciation - Dr. Marvene Lobato Child Care Center	\$257,498 (total estimated depreciation expense) x 12.31% (percentage of building that is being used for the Early Head Start program) = \$31,698.00	\$31,698.00
Fowler Elementary School	Building Maintenance and Safety – 6.36% of Total District Cost of \$192,985.89	\$14,473.94
DMLCCC	Building Maintenance and Safety - 12.31% of Total District Cost of \$84,609.37	\$10,415.41
Total Other		\$84,680.02

Total In-Kind Budget = \$160,000.00

Cost Distribution - Head Start funds Early Head Start Program - FY25 Fowler Elementary School District #45

Catenian line Hem	1 1	Total	Admin	Program	Admin	Program	Total
	1	Cost	Percentage	Percentage	Cost	Cost	Cost
PERSONNEL (Fed Share)							
Certified EC Teachers	2:00	\$192,296.00	%00:0	100.00%	\$0.00	\$192,296.00	\$192,296.00
Instructional Assistants	10.00	\$225,700.80	%00:0	100.00%	\$0.00	\$225,700.80	\$225,700.80
Total Personnel (Fed Share)	15.00	\$417,996.80			\$0.00	\$417,996.80	\$417,996.80
PERSONNEL (Non-FS)							
Parent Volunteers	0.00	\$4,026.40	0.00%	100,00%	\$0.00	\$4,026.40	\$4,026.40
Preschool Coordinator	1.00	\$58,526.53	10.00%	%00'06	\$5,852.65	\$52,673.88	\$58,526.53
Total Personnel (Non-FS)	0.00	\$62,552.93			\$5,852.65	\$56,700.28	\$62,552.93
FRINGE (Fed Share)							
FICA	₩	31,976.76	10.00%	%00'06	\$3,197.68	\$28,779.08	\$31,976.76
Industrial Insurance - Professional	₩.	2,048.18	10.00%	%00'06	\$204.82	\$1,843.37	\$2,048.18
Health Insurance/ Life / Dental	₩.	55,130.02	10.00%	%00'06	\$5,513.00	\$49,617.02	\$55,130.02
Pension	₩	51,288.21	10.00%	%00'06	\$5,128.82	\$46,159.39	\$51,288,21
Total Fringe (Fed Share)		\$140,443.17			\$14,044.32	\$126,398.85	\$140,443,17
FRINGE (Non-FS)							
FICA		\$4,785.30	0.00%	100.00%	\$0.00	\$4,785.30	\$4,785.30
Pension		\$7,675.24	0.00%	100.00%	\$0.00	\$7,675.24	\$7,675.24
industrial Insurance		\$306.51	0.00%	100.00%	\$0.00	\$306.51	\$306.51
Total Fringe (Non-FS)		\$12,767.05			\$0.00	\$12,767.05	\$12,767.05
SUPPLIES (Fed Share)							
Books, Education, & Rec		\$4,800.00	0.00%	100.00%	\$0.00	\$4,800.00	\$4,800.00
Office Supplies		\$560.38	43.00%	27.00%	\$240.96	\$319.42	\$560.38
Medical & Dental Supplies		\$1,250.00	0.00%	100.00%	\$0.00	\$1,250.00	\$1,250.00
Photographic Supplies		\$500.00	0.00%	100.00%	\$0.00	\$500,00	\$500.00
Diapers and formula		\$15,000.00	%00'0	100.00%	\$0.00	\$15,000.00	\$15,000.00
Photocopy & Duplicating		\$500.00	19.00%	81.00%	\$95.00	\$405.00	\$500.00
Parent Fund Supplies		\$500.00	%00'0	100.00%	\$0.00	\$500,00	\$500,00
Share)		\$23,110.38			\$335.96	\$22,774.42	\$23,110.38
SUPPLES (Non-FS)				100.00%	\$0.00	\$0.00	\$0.00
Total Supplies (Non-FS)		\$0.00			\$0.00	\$0.00	\$0,00
CONTRACTUAL (Fed Share) Substitute Teachers and Instructional Aides contracted with ChildCare							
Careers		\$31 145 00	%0	100%	\$0.00	\$31,145.00	\$31,145.00
To provide breakfast and lunch to Early Head Start students during the			8		:		
summer months when the regular school year is not in session.		\$16,000.00	%0	100%	\$0.00	\$16,000.00	\$16,000.00
•					\$0.00	\$0.00	\$0.00
Total Contractual (Fed Share)		\$47,145.00	00:00		\$0.00	\$47,145.00	\$47,145.00
OTHER (Fed Share)							
Postage		\$158.40	100.00%	0.00%	\$158.40	\$0.00	\$158.40
Adult Meals - Breakfast		\$3,237.50	%00:06	10.00%	\$2,913.75	\$323.75	\$3,237.50
Adult Meals - Lunch		\$7,908.75	%00'06	10.00%	\$7,117.88	\$790.88	\$7,908.75
Total OTHER (Fed Share)		\$11,304.65			\$10,190.03	\$1,114.63	\$11,304.65

OTHER (Non-FS)							
	Depreciation - Fowler Elementary School	\$28,092.66	0.00%	100.00%	\$0.00	\$28,092.66	\$28,092.66
	Depreciation - Dr. Marvene Lobato Child Care Center	\$31,698.00	%00.0	100.00%	\$0.00	\$31,698.00	\$31,698.00
	Facilities Upkeep Costs - Including Janitorial Services and Utilities Costs						
	Fowler Elementary School	\$14,473.94	0.00%	100.00%	\$0.00	\$14,473.94	\$14,473.94
	DMLCCC	\$10,415.41	0.00%	100.00%	\$0.00	\$10,415.41	\$10,415.41
Total OTHER (Non-FS)		\$84,680.02			\$0.00	\$84,680.02	\$84,680.02
Total Federal Share		\$640,000.00			\$24,570.31	\$615,429.69	\$640,000.00
Total Non-Federal Share	o.	\$160,000.00			\$5,852.65	\$154,147.35	\$160,000.00
Total Costs		\$800,000.00			\$30,422.96	\$769,577.04	\$800,000.00
Admin Percentage	* Administration CAP is 15%	3.80%					
Personnel Percentage		87.26%					

EXHIBIT B ORGANIZATION CHART

(see following page)

2023-2024 FESD Organizational Chart

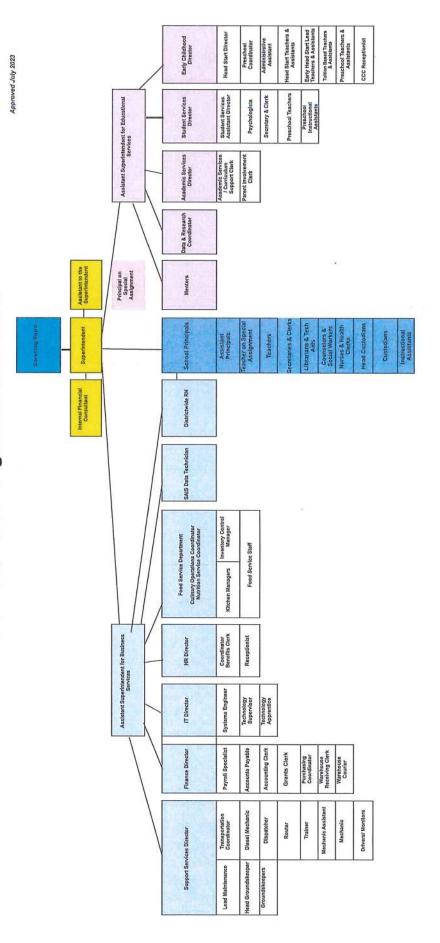


EXHIBIT C FACILITY LOCATION CHART PROGRAM OPTIONS

(see the following pages)

FACILITY LOCATION CHART / PROGRAM OPTION 2024-2025

Organization Name: Fowler Elementary School District #45

DIRECTOR'S NAME:	PHONE NUMBER:	FAX NUMBER:	EMAIL ADDRESS:
Vincent Medina, Director, Early Childhood	623-707-4576	623-707-4560	vmedina@fesd.org
Elizabeth Camu, Head Start Director	623-474-7263	623-474-8955	ecamu@fesd.org
OTHER KEY STAFF:	PHONE NUMBER:	FAX NUMBER:	EMAIL ADDRESS:
Sandra Mata, Preschool Coordinator	623 474- 7261	623 474- 8955	smata@fesd.org

NAME OF SITE / ADDRESS	CLASSROOM	HOURS	# OF CHILDREN	PROGRAM OPTION	TEACHER/ ASSISTANT
Sunridge Elementary School	700	8:00-3:00	20 Head Start	Full Day	Aminat O
					Sylvia Madrid
					Karyna Rodríguez
Marvene Lobato Child Care	303	8:00-3:00	8 EHS	Full Day	Kianna Castaneda
Center					Vacant
					Vacant
	306	8:00-3:00	8 EHS	Full Day	Janette Williams
Marvene Lobato Child Care					Vacant
Center					Vacant
Marvene Lobato Child Care	310	8:00-3:00	8 EHS	Full Day	Mayra Negrón
Center					Mikaelya Murillo
					Vacant

Marvene Lobato Child Care	311	8:00-3:00	8 FHS	Full Dav	Paola Covarribias
Contor				5	
Center					Vacant
					Vacant
Marvene Lobato Child Care	315	8:00-3:00	8 EHS	Full Day	Vacant
Center			The state of the s		Vacant
					Vacant
Fowler Elementary School	113	8:00-3:00	20 Head Start	Full Day	Rosemary Kanawaty
					María Carbajal
					Laura Chávez
Fowler Elementary School	115	8:00-3:00	20 Head Start	Full Day	Angela Watson
					Beatriz Rodríguez
					Judith Avelino
Tuscano Elementary School	254	8:00-3:00	20 Head Start	Full Day	Vilma Lewis
					Jesse García
					Vacant
Tuscano Elementary School	269	8:00-3:00	10 Head Start	Full Day	Ana Rivas
			10 Tuition Base		Betzaida López
					Vacant
Sun Canyon Elementary School	256	8:00-300	10 Head Start	Full Day	Roció Medina
			10 Tuition Base		Wendy Tarín
					Geraldine Chávez
Sun Canyon Elementary School	258	8:00-300	10 Head Start	Full Day	Ana Huerta
			10 Tuition Base		Maya Alvarado
			1		Luciana González
lotal			110 Head Start		
			40 Early Head Start		
			SO LUINON BASED		

EXHIBIT D KEY PERSONNEL CONTACT INFORMATION

(see the following page)

EXHIBIT D KEY PERSONNEL CONTACT INFORMATION

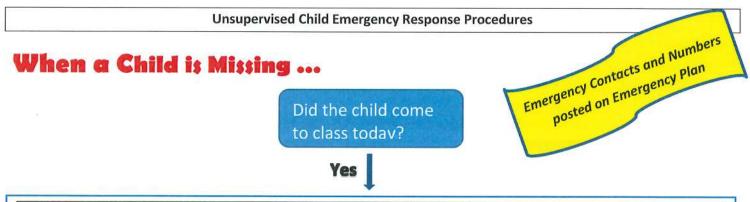
Organization Name and Address:

Fowler Elementary School District #45 1617 S. 67th Avenue Phoenix, AZ 85043

HEAD START DIRECTOR'S NAME	OFFICE PHONE NUMBER	MOBILE PHONE	EMAIL ADDRESS
Elizabeth Camu, Head Start Director	(623) 474-7263		ecamu@fesd.org
AUTHORIZED SIGNATORY - CONTRACTS			
Nora Ulloa, Superintendent	(623) 707-4500		nulloa@fesd.org
FISCAL CONTACT & TITLE			
Cheryl Miller, Finance Consultant, Early Childhood	(928) 651-0456		chmiller@fesd.org
OTHER KEY STAFF			
Vincent Medina, Director, Early Childhood	(623) 707-4576		vmedina@fesd.org
CHINETELL I.			

EXHIBIT E UNSUPERVISED CHILD EMERGENCY RESPONSE PROCEDURES

(see the following page)



Assistant Teacher: Assure and maintain the safety and supervision of the remaining children in the classroom and will take children to large group. Notification procedure:

- > 1st Delegate Supervisor, if unavailable;
- 2nd Delegate Director, if unavailable

Teacher: After assuring the safety of the remaining, the following will be searched:

Indoor facility and Outside facility

Staff 3: If the third staff is available (such as PA, CW) they will support Assistant Teacher with children.

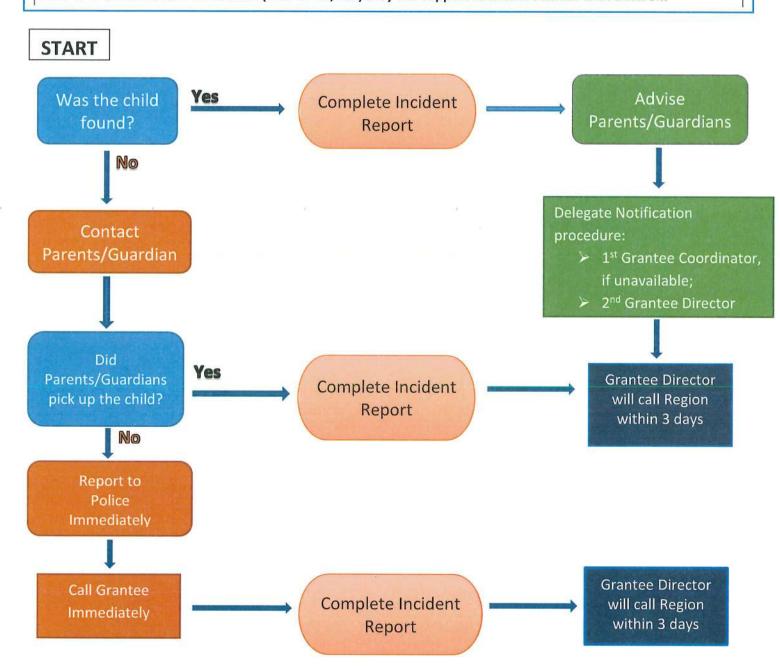


EXHIBIT F POLICY COUNCIL BYLAWS

(see the following pages)





Head Start Birth to Five Program
Policy Council BYLAWS





Head Start Birth to Five Program Policy Council BYLAWS

ARTICLE I: NAME

The name of this organization shall be the Head Start Birth to Five Policy Council and shall be hereinafter referred to as the Policy Council.

ARTICLE II: PURPOSE

The purpose of the Policy Council is to create a body for shared governance through which Head Start Birth to Five parents can participate in policymaking decisions about the program. The Policy Council shall serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve. The Policy Council shall advise and assist the Phoenix City Council Subcommittee and the Human Services Department (HSD) in initiating, developing and sustaining policies, programs, and services to meet the needs of children birth through age 5.

ARTICLE III: FUNCTIONS

The POLICY COUNCIL shall:

- Use ongoing monitoring results, data on school readiness, and other information to conduct its responsibilities.
- 2) Work in partnership with key management staff and the City Council or its designee to develop, review, and approve or disapprove the following:
 - a) Procedures describing how the City Council Subcommittee and the Policy Council will implement shared decision-making.
 - b) Procedures for program planning.

- c) The program's philosophy and long and short-range program goals and objectives.
- d) The composition of the Policy Council and members (parents of enrolled children and community members) who are chosen.
- e) The annual Quality Improvement Plan of the grantee.
- f) The resolution of internal disputes, including impasse procedures between the Policy Council and the City Council Subcommittee.
- g) The hiring of Head Start Birth to Five employees must be approved by the Policy Council, with the exception of:
 - i) Staff used through a temporary services agency.
 - ii) Policy Council will be notified of City employees placed into Head Start Birth to Five by the Human Services or Human Resources Department of these placements.
 - iii) On occasion, hiring key personnel prior to Policy Council approval may be necessary for positions that are very critical to the implementation of service delivery and or operations of the program. Based upon staff input, the Deputy Human Services Director will determine if waiting for Policy Council approval will cause a major disruption of services to children and families. If so, the Deputy Director will discuss this matter with the Policy Council Chair for concurrence and provide information to the Policy Council at the next regularly scheduled meeting. Key personnel includes the Early Head Start Family Advocate (Home Visitor).
- h) The termination of Head Start Birth to Five employees must be approved by the Policy Council with the exception of:
 - i) Staff used through a temporary employment agency.
 - ii) Employees on probation.
 - iii) Employees hired in temporary grant-funded positions.
 - iv) Employees removed as a result of City Personnel Policies regarding seniority rights.
- Activities to support the active involvement of parents in supporting program operations, including policies and procedures to ensure that the Head Start Birth to Five program is responsive to parent and community needs.
- 3) Work in partnership with key management staff and the City Council or its designee to develop, review, and approve and submit to City Council the following:
 - a) All funding applications and amendments to funding applications for Head Start Birth to Five and Child Care Partnerships, including Administrative services prior to the submission of such applications to the U.S. Department of Health and Human Services (DHHS).

- b) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
- c) The selection of delegate agencies and their service areas.
- d) Criteria for defining recruitment, selection, and enrollment priorities.
- e) The annual Quality Improvement Plan of the grantee.
- f) Program personnel policies, including standards of conduct for program staff, consultants and volunteers within the legal framework of the city's merit system.
- g) The resolution of internal disputes, including impasse procedures between the Policy Council and the City Council Subcommittee.
- h) Bylaws for the operation of the Policy Council.
- Developing procedures for how members of the Policy Council of the Head Start agency will be elected.
- 4) Guide Head Start Birth to Five staff in establishing a method of hearing and resolving community concerns about the Head Start Birth to Five program.
- 5) Speak on behalf of and advocate for children enrolled in the Head Start Birth to Five program.
- 6) Be consulted concerning actions in the following areas:
 - a) Identification of child development needs in the area to be served.
 - b) Assurance that standards for acquiring space, equipment and supplies are met.

ARTICLE IV: COMPOSITION AND ELECTIONS

- 1) The Policy Council shall be comprised of two types of representatives: parents of currently enrolled children and community representatives.
- 2) Parent Members
 - a) Each Delegate Agency shall have two representatives and two alternates on the Policy Council. Home-Based and Child Care Partners will each have one representative and one alternate on the Policy Council.
 - b) Each of the program options: Delegate Agency, Home-Based, and Child Care Partners, shall notify parents of currently enrolled children of an election meeting of parent Policy Council members to be held no later than October 30 of each year.
 - c) At the election meeting, Delegate Agency parents shall elect two parents as representatives and two as alternates per agency. Home-Based and Child Care Partner parents will each select a parent representative and a parent alternate to represent their programs.
- 3) Community Members

- a) Each year, the parents shall elect a maximum of nine community members to the Policy Council.
- b) Members may be from the public or private sector, civic and professional organizations, the Human Services Commission, and others who are familiar with resources and services for low-income children and their families, including parents of formerly enrolled children.

4) Vacancies occur when:

- a) A Policy Council member is removed for cause or absenteeism.
- b) A Policy Council member resigns.
- c) A Delegate Agency Policy Committee removes its representative.
- d) A Head Start Delegate Agency is not renewed or terminated.
- 5) Alternates An alternate shall serve in the capacity of the elected representative in their absence.
- 6) Membership Membership begins in November and ends in October the following year. Membership terms must be limited to no more than five one-year terms as required by Head Start Program Performance Standards.

7) Reimbursement

- a) Head Start Birth to Five program will reimburse eligible income members for mileage and child care costs incurred due to participation in Policy Council meetings, Policy Council events, and for extended day child care for out-of-town travel.
- b) For reimbursement, the child care provider cannot be the member's spouse or significant other living in their home.
- c) Reimbursement cannot be claimed for 1) children over 12 years of age, 2) for time children should be in school, or 3) for times children are generally in the care of others unless approved by the Policy Council.

8) Quorum

- a) A majority of members of the Policy Council shall constitute a quorum for the transaction of any business meeting.
- b) For the months of June and July, a majority of Delegate Agencies, including the Early Head Start program, shall constitute a quorum.
- c) A meeting shall not be deemed regularly constituted unless the quorum requirements are met.

9) Voting

- a) A vote of a majority of the Policy Council members when a quorum is present in person, or by phone, shall decide any matter.
- b) No proxy or absentee voting shall be permitted.

10) Regular Meetings

- Regular meetings shall be scheduled on the same day each month as designated by the Policy Council and the Deputy Human Services Director or designee.
- b) The meeting day and time can be changed upon approval of the Policy Council and Grantee staff.

11) Special Meetings

- a) Shall be held within the City of Phoenix.
- b) May be called at the discretion of the Chairperson or upon request by two-thirds (2/3) of the members of the Policy Council.
- 12) Executive Session The Policy Council may meet in executive session for the purposes permitted by Open Meeting Law. All discussions held in executive session shall be held confidential by members.

13) Notices

- a) There shall be at least five (5) calendar days' public notice for any regular meeting of the Policy Council and two (2) calendar days' public notice for special meetings.
- b) Notice of all the meetings shall be given in accordance with the Arizona Open Meeting Law, and notice shall include for all Policy Council members the minutes of the previous meeting.
- c) Policy Council members shall make an effort to confirm their attendance prior to each meeting by calling the Education Division designated Secretary or designee.

ARTICLE V: OFFICERS

- 1) Powers and Duties of Policy Council Officers
 - a) Chairperson The Chairperson shall be a current or former Head Start parent within the last two years. The Chairperson shall be responsible for presiding over meetings, calling Special Committee meetings, officially representing the Policy Council at all functions, providing input on agenda items as needed, and performing such other duties as the Policy Council may direct.
 - b) Vice-Chairperson The Vice-Chairperson shall serve in the absence of the Chairperson.
 - c) Treasurer The Treasurer shall present budget reports to the Policy Council and provide input about Head Start budget issues and other fiscal matters as needed.

2) The Education Division designated Secretary shall keep Policy Council meeting minutes, including the disposition of all motions of the Policy Council in accordance with the Arizona Open Meeting Law. The Secretary shall give Public Notice of Policy Council meetings, including time, place, and agenda. The Deputy Human Services Director or designee shall have charge of records of the Policy Council.

ARTICLE VI: ELECTION OF POLICY COUNCIL OFFICERS

- 1) Election The election of Policy Council officers shall take place each year at the regularly scheduled November meeting.
- Term of Office The term of office for all officers shall be from the time of one election to the next. No person may serve in the same capacity for more than two consecutive years.
- 3) Vacancy In the event of a vacancy between elections, the officer or chair shall be filled by a special election or at the next regularly scheduled meeting when at least five (5) days notice is given, and a quorum is present.
- 4) Removal of Policy Council Officers Any Policy Council officer may be removed from office at any time upon the affirmative vote of two-thirds (2/3) of the Policy Council members present and voting at a regularly constituted meeting; provided, however, that at least five (5) days prior written notice is given to all Policy Council members of said meeting and the proposed removal action is included on the agenda.

ARTICLE VII: REMOVAL OF POLICY COUNCIL MEMBERS

- A member who misses three consecutive meetings or who misses a total of four meetings will be deemed to have vacated his/her membership on the Policy Council.
- 2) Removal for Cause: Upon the affirmative vote of at least two-thirds (2/3) of the members present and voting at a meeting, the Policy Council may remove a Policy Council member for cause. A member who does not follow the Code of Ethical Conduct may be removed for cause (See page 16).
- 3) Whenever a vacancy occurs on the Policy Council for any reason, the vacancy may be filled by special election in a manner consistent with Article IV.

ARTICLE VIII: FINANCIAL, EMPLOYMENT, AND MEMBER CONFLICT OF INTEREST

- Ineligible Persons No member can serve on Policy Council when or if there is a conflict of interest. By definition, a conflict of interest is when a member of the Policy Council meets the following criteria:
 - a) Has an immediate family member which includes the spouse, significant other, parents and grandparents, children and grandchildren, brothers and sisters, mother-in-law and father-in-law, brothers-in-law and sisters-in-law, daughters-in-

- law and sons-in-law, and adopted and stepfamily members who are employed by the Head Start program or any of its delegate agencies.
- b) Holds a contract or has an immediate family member, as defined above, that holds a contract with the Head Start program or any of its delegate agencies.
- 2) The Policy Council shall abide by all current Federal, State, and City regulations regarding financial conflict of interest as well as nepotism in employment, the acceptance of gifts, gratuities and prohibition against partisan political activity.
- 3) Every member shall read and sign the City of Phoenix Conflict of Interest Affidavit (See page 15).

ARTICLE IX: AMENDMENT

These Bylaws may be altered, amended or repealed at any regular meeting by a two-thirds (2/3) vote of the members present, provided that not less than five (5) days' notice has been given to all members of the Policy Council and a copy of the proposed amendment sent with the notice.

Signature: Signature:

Action	Item • July 8, 2025	X	Action
C.3	Recommendation to Approve Revised Check Signers for FY 26		Information/Discussion
Submit	ted by Mr. Chad Ostrom, Assistant Superintendent for	or Business S	Services

It is recommended that the Governing Board approve the revision to signers for FY26, as presented below, by removing Ms. King and adding Mr. Holland.

Authorized Bank Accounts and Signers

Type of Account	Authorization	Bank	Authorized Signers
Misc. Receipts Clearing Account	A.R.S. §15-341.A.21	Chase	Nora Ulloa, Chad Ostrom, Gary Holland
M&O Fund Revolving Account	A.R.S. §15-1101	Chase	Nora Ulloa, Chad Ostrom, Gary Holland
Student Activities	A.R.S. §15-1122	Chase	Nora Ulloa, Chad Ostrom, Gary Holland
State Retirement Withholdings Account	A.R.S. §15-1221	Chase	Nora Ulloa, Chad Ostrom, Gary Holland
403b/457 Contributions – Electronic Payments Clearing Account	A.R.S. §15-1221	Chase	Nora Ulloa, Chad Ostrom, Gary Holland
Employee Flexible Spending Account	A.R.S. §15-1223	Chase	Nora Ulloa, Chad Ostrom, Gary Holland
State/Federal Income Tax Withholdings Accounts	A.R.S. §15-1222 & USFR VI-H-8	Chase	Nora Ulloa, Chad Ostrom, Gary Holland
Food Service Fund Clearing Account	A.G. Opinion I60-35	Chase	Nora Ulloa, Chad Ostrom, Gary Holland

All checks require two signatures.

BACKGROUND:

In accordance with Board Policy DGA, "Authorized signatures for all checking accounts shall be approved by the Board."

Action	n Item ◆ July 8, 2025	X Action
C.4	Recommendation to Approve Mr. Ryan Lamb to be Hired for the Position of Assistant Principal for the 2025-2026 School Year	Information/Discussion
Submi	itted by Ms. Nora Ulloa. Superintendent	

It is recommended that the Governing Board approve Mr. Ryan Lamb to be hired for the position of Assistant Principal for the 2025-2026 School Year.

BACKGROUND:

If approved, Mr. Lamb will be named to the AP position at Santa Maria Middle School. Mr. Lamb's qualifications include a principal's endorsement, three years of experience as both a middle school and high school assistant principal, as well as fulfilling the role of Dean of Students at the middle school level.

He holds a Bachelor's degree in elementary education and a Master's degree in Administrative Leadership. He has teaching endorsements in Middle Grades Language Arts, Middle Grades Science, and Structured English Immersion. His previous employment experience includes serving as Dean of Students at a middle school and as an 8th-grade science Teacher, English Language Arts teacher, and a Reading Interventionist. He has taught in several demographically diverse school districts, including Madison, Kyrene, and Apache Junction.

Mr. Lamb's references described him as being very positive in his interactions with students who struggle to make good choices. In his previous district, he earned a reputation for being student-centered and always willing to mentor and support colleagues new to the profession. He received recognition for his efforts to ensure that school-wide projects were well-organized and that parents received ongoing communication about all matters related to school events, as well as any disciplinary concerns.

	•		

Actio	on Item • July 8, 2025	X Action
C.5	Discussion and Possible Action Item to Approve the Resolution Authorizing the Maricopa County School Superintendent's Office as an Authorized Representative of Fowler for Handling Employee Garnishments mitted by Ms. Nora Ulloa, Superintendent	Information/Discussion

This discussion item is for consideration of the approval of a Resolution authorizing the Maricopa County School Superintendent's Office (MCSS) to act as the authorized representative of Fowler for handling employee garnishments.

BACKGROUND:

The Maricopa County School Superintendent's Office handles payroll processing for the Fowler District. To allow them to perform one aspect of this task, they require that the Governing Board adopt a resolution authorizing MCSS to act on Fowler's behalf in the processing of any court-authorized garnishments. The Governing Board has previously adopted similar resolutions.



To:

School District Governing Board

From:

Garnishment Division

Subject:

Governing Board Resolution

Maricopa County School Superintendent (MCSS) provides garnishment services to all school district within Maricopa County. To continue our services as your authorized statutory agent, please submit an updated Governing Board Resolution form with the current board members signatures for every fiscal year.

A Governing Board Resolution form can be found at MCSS website: https://schoolsup.org/

Please be advised that your school district cannot charge the garnishment setup fee to your employees. This is a fee collected from your school district for providing the garnishment service.

If you have any questions, please contact the garnishment department at garnishments@maricopa.gov or 602-372-4833 opt.3



Action Item • July 8, 2025	X Action			
C.6 Recommendation to Award a Contract to Copper State Fire Protection for the Installation of a New Fire Alarm System at SMMS	Information/Discussion			
Submitted by Mr. Chad Ostrom, Assistant Superintendent for Business Services				

The administration recommends that the Governing Board award a contract to Copper State Fire Protection to install a new Fire Alarm System at SMMS, utilizing the 1GPA# 21-07P-08 contract in an amount not to exceed \$330,000.00, funded by bond funds.

BACKGROUND:

After contacting National Fire, our service provider for our fire protection systems in late May to clear a system "fault code," it was discovered that one of the Fire Control panels itself was causing the system to register a *fault*. Working with vendors, we tried to replace the individual panel; unfortunately, due to its age, this particular system is no longer in production. Although the current system is functional, it does not meet the minimum standards for compliance.

Copperstate Fire Protection installed many of our current Fire Access Control Panels at our sites. They are familiar with our campuses, including SMMS. Copper State offers a two-year warranty on labor and materials. Due to the system's age, it has been determined that all wiring controlling the fire security system, as well as smoke detectors, horns, strobes, heat detectors, pull stations, and other components, need to be replaced to meet the minimum standards for compliance. Thus, it is more cost-effective to replace the entire system and have a system that meets all Fire Safety Standards.

Bond



A Pye-Barker Company

proposal

FESD Santa Maria Middle FA Replacement 7250 W Lower Buckeye Road Phoenix, AZ, 85043 Proposal 209213-1-0 1GPA# 21-07P-08

Prepared By:

Copperstate Fire Protection Christopher Hansen Life Safety Sales Engineer 8415 W Sherman ST Tolleson, AZ, 85353 4806981765

chancen@connerstatefire.com

ROC270148 ROC279104 ROC280452



Submitted: 5/19/2025

Fowler Elementary School District

855.936.4081 • COPPERSTATEFIRE.COM

SCOPE OF WORK

CopperState Fire Protection (CSF) has reviewed the project documents for the FESD Santa Maria Middle School Fire Alarm Replacement Project, and have prepared the following proposal to provide a Notifier Addressable Fire Alarm.

Our proposal is based upon documents provided by the school district and a site walk. Final design will be subject to AHJ approval and may require some additional parts.

Our Scope of work is further qualified as follows:

Submittals:

CSF shall prepare all required shop drawings in compliance with project requirements and in accordance with city and code standards. We will obtain the required PE stamp on all shop drawings. Standard fire alarm permit fees included.

CAD Floor Plans:

CSF has included additional engineering hours to draw building floor plans into CAD formate so they can be used for shop drawings.

Head End Equipment:

CSF has included the N16X and associated parts for a complete head end fire alarm panel. To support this fire alarm system the following has been provided:

- (5) Remote Booster Power Supplies
- (1) Remote Annunciator
- (1) Digital Audio Command
- (5) Remote Audio Amplifiers
- (1) Cellular Module for communication to central station monitoring

Monitoring:

CSF has included a CLSS Gateway for dialing out to central station. Monitoring services shall either be coordinated with FESD current provider or through a CSF monitoring contract.

Initiating:

Smoke/Heat Detector Coverage:

CSF has included full system detection coverage.

Manual Pull Stations:

CSF has included (5) manual pull station to be placed near the FACP and the fire sprinkler risers.

Interfacing:

Fire Sprinkler:

CSF has included monitoring of (6) Fire Sprinkler Risers.

HVAC:

.CSF has included fan shutdown of (12) qualifying HVAC units.

Kitchen Ansul:

CSF has included monitoring of (1) kitchen hood ansul system.

Notification:

CSF has included Speaker/Strobe Notification devices throughout all common corridors and public spaces in accordance with code spacing.

Exterior Speakers:

CSF has included (11) exterior speakers.

Installation Services:

CopperState has included all Wiring, Installation, Device Terminations, Panel Installations, Programming, System checkout and Final Certification Testing. Providing a complete Free air wired Turn Key Solution.

Patch and Paint:

CSF has included patch and paint of the existing annunciator locations in the front lobby. Paint shall be provided by the school district.

Demo:

The new Fire Alarm system shall be installed side by side or in congruent of the existing system. Upon completion, the existing fire alarm system will be demolished. Any existing conduit not used shall be abandoned. Ceiling tiles are to be provided by the school district (if applicable). CSF shall provide the labor to install the new ceiling tiles.

Underground/Overhead Raceways:

Existing underground or overhead raceways shall be re-used. Labor is based on unobstructed and undamaged raceways.

Surge Protection/LIU:

CSF has included surge protection for all fire alarm head end equipment and all copper conductors entering/exiting buildings. LIUs shall be provided for all fiber entering/exiting buildings.

Miscellaneous:

- -Taxes Included
- -Lift Included

Warranty:

CSF provides a (2) year labor and material warranty on new installations. This warranty can be extended up to five years as long as CSF performs annual inspections on the system for the entire duration.

SCOPE OF WORK

Exclusions:

- -Design services utilizing BIM and REVIT
- -Fire Watch
- -Conduit pathways (both above and below grade)
- -120VAC circuits
- -HVAC closure/shutdown switch legs
- -3rd party HVAC testing
- -Bond
- -Exterior speakers beyond the amount stated above
- -Ceiling Tiles
- -Paint
- -Asbestos Survey and/or Abatement
- -Duct Smoke Detectors (not required with full detection coverage)

SUMMARY CHECKLIST

DESCRIPTION	Y	/ N
1. Data Submittals	Ø	
2. Shop Drawings	☑	
3. Provide & Install Required Raceway / Fittings		
4. Provide & Install Required Back Boxes		
5. Provide Specialty Back Boxes		\square
6. Provide Wire	\square	
7. Install Wire	☑	
8. Wire Testing and Corrections	Ø	
9. Install Field Devices		
10. Install Field Power Supplies	☑	
11. Provide Field Devices & Power Supplies	☑	
12. All 120 VAC Material & Installation	\square	
13. Provide Control Panel		
14. Trim Control Panel & Annunciators		
15. Program Control Panel		
16. Pre-Test Jointly With Customer		
17. Test Jointly With Customer & AHJ	\square	
18. Provide O&Ms		
19. Provide As-Built Drawings (via customer redlines)	\square	
20. Shipping Cost (UPS Ground)	$\overline{\mathbf{v}}$	
21. Shipping Cost (UPS Red)		\square
22. Estimate Based On Project Access - No Waiting Time		
23. Adequate Time Must Be Allocated For Proper Pre-Test		
24. All Sales & Use Tax Included		
25. Permit & Fees Are Included		
26. Submit To AHJ On Behalf Of The Customer		
27. Provide Fire Watch If Required		<u> </u>
28. Provide Required Signage By Specifications or AHJ	*	
29. Provide & Install Sprinkler Alarm And Supervisory Devices		
30. Provide Door Holders & Power Supplies for D.H.		
31. Provide Coring / Cutting / Patching / Painting		
32. Provide Relay Outputs for Monitoring System by Others		Ø
33. Provide Dialer for Monitoring (Programming Dialer by Others)		
34. CAD Backgrounds Provided by Customer (At P.O.)		Ø
35. Bid Documents Provided by Customer (At P.O.)		
36. This is a Design Build Project Per AHJ		
37. Per Attached Estimate Listing of Material		
38. This is Bid Per Plans & Spec - Not AHJ		
39. Provide UL Certification for Project		Ø
40. Standard Labor Rates Included (7:00 am to 4:30 pm)		
41. Overtime Labor Rates Included		
42. Prevailing Wage/ Certified Payroll	ä	☑
43. Davis Bacon Act		
44. Material Use Tax		
45. Buy American Act		
46. Travel & Substinence		
47. Provided Warranty on Material & Labor 48. Excludes 3rd party testing of dust destar (Supplied by others)		
48. Excludes 3rd party testing of duct dector (Supplied by others)		
49. Includes PE - Stamp (Professional Engineering Stamps on each drawing)	K	ш

Ma	iterial	
QTY	Part #	Description
1	NOT-CPU-N16LD	N16x Intelligent Fire Alarm; 10" Touchsceen Displa
3	NOT-SLM-318	Signaling Loop Card Card - Flashscan.
1	DVC-EM	DVC: Extended memory
1	NOT-DVC-KDB	Digital Voice Command, Keypad Black
1	NOT-C5A-M	DVC Chassis, Single Row for Mounting DVC, Micropho
1	NOT-CHS-ADP	Adapter Plate To Mount Cab-4 Chassis In Cab-5
1	NOT-DP-T2A	Dress Panel Blank; 10" Touchscreen Display And 2 A
1	NOT-DPA-C5	Dress Plate for C5A-M; Microphone and Telephone Op
2	NOT-DP-BLN	Dress Panel Blank; Covers Unused Cabinet Row On Ca
1	NOT-BP-5	Battery Dress Panel For Cab-5 Series
2	NOT-ABP-1	Annunciator Blank Plate (plastic)
1	NOT-CHG-120	Power Supply Charger
5	ADI-EL-HSP121BT1RU	Hsp121bt1ru 120 V Surge Spprssr
1	NOT-SBB-D5	Cab 5 Standard Back Box Size D
1	NOT-DR-D5	Cab 5 Door For D Back Box
1	NOT-NFS-LBB	Battery Box Replaces Bb-55
1	NOT-DAA2-5025	Digital Audio Amplifier
2	NOT-BAT-12550	55ah Battery
1	NOT-RLD	Remote Annunciator Display
1	HON-CGW-MBB	Connected Life Safety Services (CLSS) Gateway
1	NOT-50160636-001	CLSS Gateway Kit w/30' NUP Cable & Notifier Lock/K
1	CCM-ATT-HON	Cellular Communication Module for ATT
5	HPF-PS10B	PS Series Power Supply: Black Cabinet: 10 Amps: 7
10	BAT-1280	12v 8ah Battery
4	NOT-DAX-3525	Digital Amplifier 35w, 25v 120vac
4	NOT-EQBB-C4	Back Box C Size Equip. Black
4	NOT-EQDR-C4	Door C Size Equip Black
8	BAT-12260	12v 26ah Battery
12	SPSCWLED-BP10	Speaker Strobe LED White Ceiling 10pk
4	SPSWLED	System Sensor LED Speaker Strobe Wall White
11	SPWK	Speaker: Wall: White
28	SCWLED	LED Strobe: Indoor: Ceiling: White: Marked FIRE
1	TC-5000-031	Fireray 5000 Additional Detector (Includes 1 ea De
1	TC-5000-103	Fireray 5000 Reflective Auto Align Beam Detector (
18	FST-951	Intelligent addressable heat detector: White
243	FSP-951	Photoelectric Smoke Detector
261	B300-6	6 Base, Standard Flanged Low-Profile Mounting Base
5	FCM-1	Control Module: 15 to 32V DC: 6.5mA Max
6	FDM-1	Intelligent Dual Monitor Module: 2 Independent Cla
1	FMM-1	Intelligent Monitor Module Voltage 15 to 32V DC
13	FRM-1	Relay Control Module: 15 to 32V DC
21	DIT-2LVLPF	Loop Protect (For Honeywell Panel) 2 Pr
7	HOF-ASE8X8X4	Nema 1 Steel Screw Cover Junction Box With Knock
4	STI-9767	STI 9767 Series Horn/Strobe Damage Stopper, 8.2" x
15	767960	14-02 Uns Sol Fplp Red Jkt
23	761360	16-02 UNS SOL FPLP RED JKT
15000	WIR-761320	16-02 Oas Sol Fplp Red Jkt
1	728110VNQ	16/2 Uns Str Db Tc Quad 1000' Outside Wire
150	713110VNQ	16-02 Oas Str Db Tc Quad
10	NOT-DS-FM	Port To Multi-Mode Fiber
5	GRE-GB212	Fiber Wall Encolsure 2 Panels
5	GRE-GBLC-6MMDU	Fib Dplx Pnl W/Mm-Lc 6pk
20	GRE-GBLC2-D2-01	Lc/Lc Dplx M/Mode 1 Mtr
20	GRE-95-000-99	Lc Senior Unicam 62.5 Mmf
5	NBG-12LX	Addressable NBG-12L Pull Station: with FlashScan

Labor Services

Misc

System Investment

Total Proposal Amount \$326,916.00

THIS IS NOT AN INVOICE. DO NOT PAY. INVOICE TO BE PROVIDED.

SYSTEM TOTAL \$326,916.00

Acceptance of proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted (subject to credit approval.) You are authorized to do the work as specified.

Pricing is valid for 7 days from the date proposal was submitted to contractor/customer.

Progress Billing will be applied to this proposal.

		Copperstate Fire Protection	05/19/2025
Company	Date	Company	Date
Authorized Signature	3 ()	Authorized Signature	
		Christopher Hansen	
Printed Name	Title	Printed Name	Title
		4806981765	
Phone	Fax	Phone	Fax
		chansen@copperstatefire.co	m
Email		Email	

TERMS AND CONDITIONS

- The information given is warranted to be true and given for the purpose of obtaining credit. The applicant consents to the
 opening of an account. I / We authorize Fire Protection Service Corporation to review the company credit history and/or
 personal information as may be required in connection with the credit line hereby applied for or any renewal or extension
 thereof and to the disclosure of any trade information concerning the undersigned to any credit reporting agency or to
 any person with whom the undersigned has or proposes to have financial relations.
- In the event credit privileges are extended, I / We agree that Fire Protection Service Corporation may, in its discretion, increase the credit limit from time to time on this account without notice. I / We agree and understand that I / We are liable for the full amount of all invoices, regardless of whether they exceed the credit limits on this account.
- 3. In the event credit privileges are extended I/We hereby give authorization to Fire Protection Service Corporation and its subsidiaries to obtain my (our) Credit Report Information/Duns & Bradstreet (credit report) through a credit reporting company chosen by Fire Protection Service Corporation. Credit report information will be retained on file at Fire Protection Service Corporation and that information will not be disclosed to anyone without my prior written consent.
- 4. In the event credit privileges are extended, I / We agree to pay Fire Protection Service Corporation within seven days of My / Our receipt of payment from the owner, general contractor, sub-contractor, or other party from whom payment is received. This payment term suspends My / Our duty to pay for a reasonable period of time to allow Me / Us to receive payment. This payment term does not create a condition precedent to payment and does not shift the risk of non-payment to Fire Protection Service Corporation.
- 5. All invoices are due and payable at 8415 W Sherman ST Tolleson, AZ 85353.
- 6. I/We agree to pay interest charges on overdue accounts at the rate of 1.5% per month.
- 7. Merchandise will not be accepted for return unless authorized by Fire Protection Service Corporation by obtaining an "RMA" number from the branch.

ACCEPTANCE OF PROPOSAL



- 9. Purchaser agrees to pay all costs of collection including state approved fees for all unpaid checks, substitute image documents, and/or credit or debit card transactions that are returned unpaid.
- 10. Should these terms not be honored on demand, and the matter placed in the hands of an attorney or collection agency, the undersigned shall pay all costs of collection, including reasonable attorney fees.
- 11. Pricing is valid for 60 days from the date listed in the signature block.
- 12. Failure to comply with these Terms and Conditions may result in cancellation of credit privileges without notice.
- 13. In the event installation is canceled by customer and parts have been ordered, customer may be charged a 20% restocking fee.
- 14. In the event a scheduled appointment is missed and/or contractor (customer) are not ready for installation as scheduled, they may be subject to a minimum of \$150 trip charge and any additional fees incurred.
- 15. I / WE AGREE THIS ACCOUNT WILL BE LITIGATED IN WEBER COUNTY, UTAH IF NEEDED.

Actio	n Item • July 8, 2025	X	Action	
C.7	Recommendation to Award Contract to Progressive Roofing for Roof Repairs at Tuscano Elementary		_ Information/Discussion	
Submitted by Mr. Chad Ostrom, Assistant Superintendent for Business Services				

RECOMMENDATION:

The administration recommends that the Governing Board award a contract to Progressive Roofing for the replacement or repair of all roofing material at the Tuscano Elementary Campus. This project is under the 1GPA Contract 21-06P-02 in an amount not to exceed \$1,200,000.00 utilizing Bond Funding.

BACKGROUND:

The roofing materials on each of the buildings at Tuscano Elementary are in various stages of disrepair. There are recurring leak issues in each of the buildings. It is time to bring them up to standard before long-term structural concerns begin to arise. As you are aware, there have been numerous structural issues with the Tuscano campus over the past five years. Although Tuscano is the newest school, the structural engineers and architects who have been on site to address the ground settling issues have noted that the roof at Tuscano is in urgent need of repairs.

Repairs to the roof will be a process that begins with the removal of all shingles on each sloped roof. After this initial step, all underlayment will be removed, and any necessary decking repairs will be addressed. The new shingles are rated for a 30-year lifespan. Each building will receive new flashing.

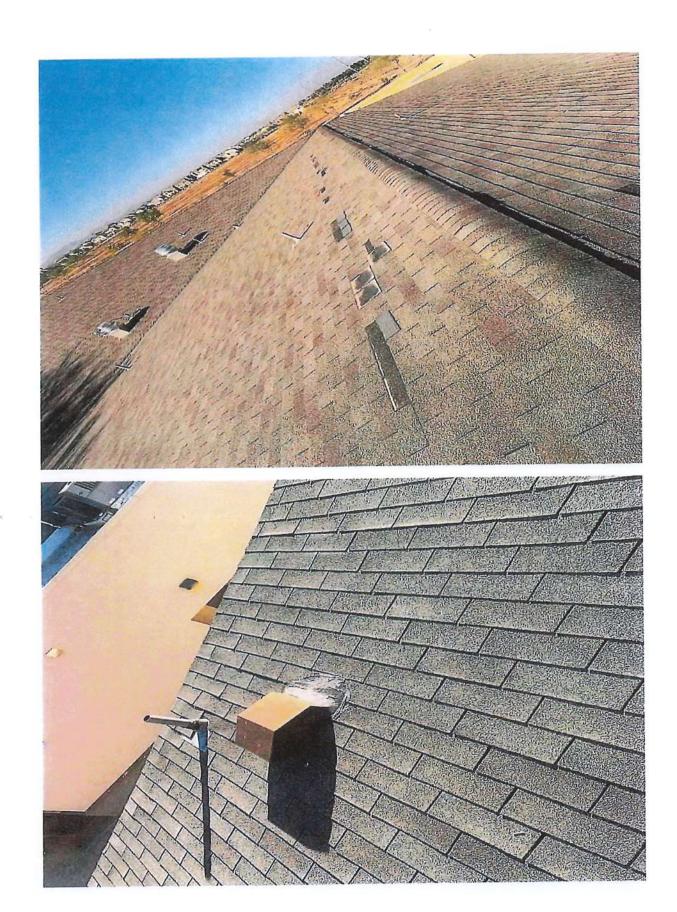
Flat roof areas will be covered with new high-density coverboard, followed by a 20-year, 60-mil thermoplastic polyolefin (TPO) membrane that will be fully adhered to the coverboard. Each building will receive new flashing. All AC units will be raised, and AC unit curbing will receive new flashing as well. Walkpads and coping will be removed and reinstalled on the flat roofs where needed.

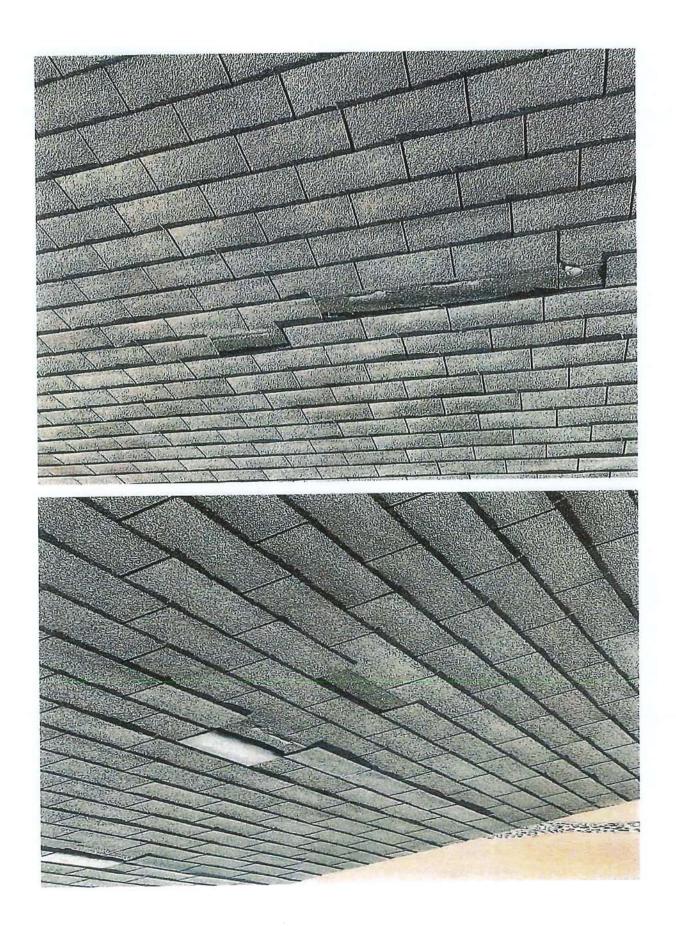
1GPA LINE ITEM PRICING FOWLER ELEMENTARY SCHOOL DISTRICT PHOENIX, AZ TUSCANO ELEMENTARY SCHOOL			1GPA CO		21-06	P-02
FOWLER ELEMENTARY SCHOOL DISTRICT PHOENIX, AZ						
TUSCANO ELEMENTARY SCHOOL				5/20/202	25	
SCOPE OF WORK:						
SHINGLE - SLOPED ROOF AREAS						
set up tie off points for fall protection prior to start						
2) tear off and dispose of existing shingles	30 4005	_				
	ou year					
1) install new roof flashings						
5) raise mechanical/electrical						
6) raise 34 mechanical units set too low to flash						
FLAT KUUF AKEA	ard and					
fully adhere one layer of 60 mil TPO single ply membrane in v	vater					
pased adhesive						
fully adhere 60 mil TPO base flashings and wrap all low pa	rapet					
					_	
3) install 24 gauge coping	vear				_	
	year					
5) install approximately 150 LF walkpad around roof mounted	equipm	ent				
 furnish manufacturers 20-year and contractor 2-year warra 	nties					
7) raise two mechanical units					-	
1	-					
			BID			PROJECT
WORK DESCRIPTION	UNIT	A	MOUNT	QTY		AMOUNT
DEMO SHINGLES	SF	\$	1.25			66,250
	SF	\$	2.75			145,750
	SF	\$	7.50	53,000	-	397,500
SUBTOTAL					\$	609,500
BUILT UP ROOF					-	
	SF	\$	4.00	24,500	\$	98,000
	SF	\$	7.50			181,500
	S/F					34,500 21,600
						2,475
57 380 77 78			95.00			32,490
	DAY	\$	650.00	45	S	29,250
20-YEAR WARRANTY	SF	\$	0.21	24,500		5,145
SUBTOTAL					\$	404,960
MECHANICAL/ELECTRICAL						
	LUMP	\$ 12	5,000.00	1		125,000
SUBTOTAL	-			-	\$	125,000
GRAND TOTAL	-				s	1,139,460
					\$	34,940
SUBTOTAL					\$	1,174,400
BONDS	%		1.5%			17,616
TOTAL	-	_			\$	1,192,016
		1				
	3) install one layer of self-adhered shingle underlayment and architectural shingles 4) install new roof flashings 5) raise mechanical/electrical 6) raise 34 mechanical units set too low to flash 7) install self-adhered modified in cricket areas and roof FLAT ROOF AREA 1) mechanically attach one layer of 1/2" high density cover bo fully adhere one layer of 60 mil TPO single ply membrane in v based adhesive 2) fully adhere 60 mil TPO base flashings and wrap all low pa walls (less than 36" high) 3) install 24 gauge coping 4) flash all penetrations in accordance with manufacturers 20 warranty requirements 5) install approximately 150 LF walkpad around roof mounted 6) furnish manufacturers 20-year and contractor 2-year warra 7) raise two mechanical units WORK DESCRIPTION SHINGLES DEMO SHINGLES SELF-ADHERED UNDERLAYMENT 30 YEAR HIGH WIND SHINGLES SUBTOTAL BUILT UP ROOF 1/2" HIGH DENSITY COVER BOARD 60 MIL TPO FULLY ADHERED 60 MIL TPO BASE FLASHING COPING WALK PAD LABOR - FLASH PENETRATIONS FORKLIFT 20-YEAR WARRANTY SUBTOTAL MECHANICAL/ELECTRICAL MECHANICAL/ELECTRICAL MECHANICAL/ELECTRICAL GRAND TOTAL TAX SUBTOTAL	3) install one layer of self-adhered shingle underlayment and 30 year architectural shingles 4) install new roof flashings 5) raise mechanical/electrical 6) raise 34 mechanical units set too low to flash 7) install self-adhered modified in cricket areas and roof FLAT ROOF AREA 1) mechanically attach one layer of 1/2" high density cover board and fully adhere one layer of 60 mil TPO single ply membrane in water based adhesive 2) fully adhere 60 mil TPO base flashings and wrap all low parapet walls (less than 36" high) 3) install 24 gauge coping 4) flash all penetrations in accordance with manufacturers 20 year warranty requirements 5) install approximately 150 LF walkpad around roof mounted equipm 6) furnish manufacturers 20-year and contractor 2-year warranties 7) raise two mechanical units WORK DESCRIPTION UNIT SHINGLES DEMO SHINGLES SELF-ADHERED UNDERLAYMENT SF 30 YEAR HIGH WIND SHINGLES SUBTOTAL BUILT UP ROOF 1/2" HIGH DENSITY COVER BOARD 60 MIL TPO FULLY ADHERED SF 60 MIL TPO FULLY ADHERED SF 60 MIL TPO BASE FLASHING COPING WALK PAD LABOR - FLASH PENETRATIONS HR FORKLIFT 20-YEAR WARRANTY SUBTOTAL MECHANICAL/ELECTRICAL	3) install one layer of self-adhered shingle underlayment and 30 year architectural shingles 4) install new roof flashings 5) raise mechanical/electrical 6) raise 34 mechanical units set too low to flash 7) install self-adhered modified in cricket areas and roof FLAT ROOF AREA 1) mechanically attach one layer of 1/2" high density cover board and fully adhere one layer of 60 mil TPO single ply membrane in water based adhesive 2) fully adhere 60 mil TPO base flashings and wrap all low parapet walls (less than 36" high) 3) install 24 gauge coping 4) flash all penetrations in accordance with manufacturers 20 year warranty requirements 5) install approximately 150 LF walkpad around roof mounted equipment 6) furnish manufacturers 20-year and contractor 2-year warranties 7) raise two mechanical units WORK DESCRIPTION UNIT SHINGLES DEMO SHINGLES SELF-ADHERED UNDERLAYMENT SF \$ 30 YEAR HIGH WIND SHINGLES SELF-ADHERED UNDERLAYMENT SF \$ 60 MIL TPO FULLY ADHERED BUILT UP ROOF 1/2" HIGH DENSITY COVER BOARD SF \$ 60 MIL TPO BASE FLASHING COPING WALK PAD SIFF SOPING WALK PAD SIFF SUBTOTAL MECHANICAL/ELECTRICAL MECHANIC	3) install one layer of self-adhered shingle underlayment and 30 year architectural shingles 4) install new roof flashings 5) raise mechanical units set too low to flash 7) install self-adhered modified in cricket areas and roof FLAT ROOF AREA 1) mechanically attach one layer of 1/2" high density cover board and fully adhere one layer of 60 mil TPO single ply membrane in water based adhesive 2) fully adhere 60 mil TPO base flashings and wrap all low parapet walls (less than 36" high) 3) install 24 gauge coping 4) flash all penetrations in accordance with manufacturers 20 year warranty requirements 5) install approximately 150 LF walkpad around roof mounted equipment 6) furnish manufacturers 20-year and contractor 2-year warrantles 7) raise two mechanical units BID WORK DESCRIPTION UNIT SHINGLES DEMO SHINGLES SELF-ADHERED UNDERLAYMENT SF \$ 2.75 30 YEAR HIGH WIND SHINGLES SELF-ADHERED UNDERLAYMENT SF \$ 2.75 00 YEAR HIGH WIND SHINGLES SUBTOTAL BUILT UP ROOF 1/2" HIGH DENSITY COVER BOARD 60 MIL TPO BASE FLASHING COPING WALK PAD SIF \$ 7.50 WALK PAD SIF \$ 16.50 WALK PAD SUBTOTAL MECHANICAL/ELECTRICAL MECHANICAL/ELECTRICAL MECHANICAL/ELECTRICAL MECHANICAL/ELECTRICAL MECHANICAL/ELECTRICAL MECHANICAL/ELECTRICAL GRAND TOTAL TAX SUBTOTAL GRAND TOTAL TAX SUBTOTAL	3) install one layer of self-adhered shingle underlayment and 30 year architectural shingles 4) install new roof flashings 5) raise mechanical/electrical 6) raise 34 mechanical units set too low to flash 7) install self-adhered modified in cricket areas and roof FLAT ROOF AREA 1) mechanically attach one layer of 1/2" high density cover board and fully adhere one layer of 60 mil TPO single ply membrane in water based adhesive 2) fully adhere 60 mil TPO base flashings and wrap all low parapet walls (less than 36" high) 3) install 24 gauge coping 4) flash all penetrations in accordance with manufacturers 20 year warranty requirements 5) install approximately 150 LF walkpad around roof mounted equipment 6) furnish manufacturers 20-year and contractor 2-year warranties 7) raise two mechanical units BID WORK DESCRIPTION UNIT AMOUNT SHINGLES DEMO SHINGLES SELF-ADHERED UNDERLAYMENT SF \$ 2.775 53,000 SUBTOTAL BUILT UP ROOF 1/2" HIGH DENSITY COVER BOARD 50 MIL TPO BASE FLASHING SUBTOTAL BUILT UP ROOF 1/2" HIGH DENSITY COVER BOARD 50 MIL TPO BASE FLASHING 51 S. 50.00 51 S. 50.00 52 S. 50.00 53 S. 50.00 54 S. 50.00 55 S. 50.00 56 MIL TPO BASE FLASHING 57 S. 50.00 58 S. 50.00 59 S. 50.00 50 MIL TPO BASE FLASHING 59 S. 50.00 50 MIL TPO BASE FLASHING 51 S. 50.00 51	3) install one layer of self-adhered shingle underlayment and 30 year architectural shingles 4) install new roof flashings 5) raise mechanical/electrical 6) raise 34 mechanical units set too low to flash 7) install self-adhered modified in cricket areas and roof FLAT ROOF AREA 1) mechanically attach one layer of 12" high density cover board and fully adhere one layer of 60 mil TPO single ply membrane in water based adhesive 2) fully adhere 60 mil TPO base flashings and wrap all low parapet walls (less than 36" high) 3) install 24 gauge coping 4) flash all penetrations in accordance with manufacturers 20 year warranty requirements 5) install approximately 150 LF walkpad around roof mounted equipment 6) furnish manufacturers 20-year and contractor 2-year warrantles 7) raise two mechanical units WORK DESCRIPTION UNIT SHINGLES DEMO SHINGLES SELF-ADHERED UNDERLAYMENT SF \$ 2.75 53,000 \$ SELF-ADHERED UNDERLAYMENT SF \$ 2.75 53,000 \$ SUBTOTAL BUILT UP ROOF 1/2" HIGH DENSITY COVER BOARD SF \$ 7.50 4,000 \$ SO MIL TPO FULLY ADHERED SF \$ 7.50 24,200 \$ SO MIL TPO FULLY ADHERED SF \$ 7.50 24,200 \$ SO MIL TPO FULLY ADHERED SF \$ 7.50 24,000 \$ SO MIL TPO BASE FLASHING COPING U/F \$ 18.00 1,200 \$ WALK PAD LABOR - 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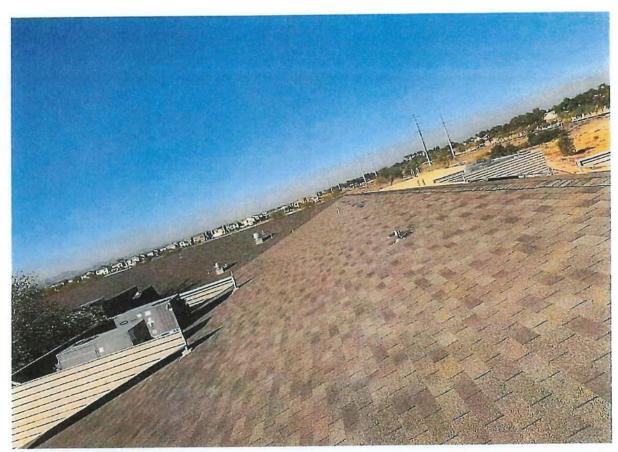














units all too Low on Shingle Locks (34 total)
and 2 on the fast roof greas























Action Ite	m • July 8, 2025	X	Action
Ag	commendation to Approve the Intergovernmental greement (IGA) with the Westside Impact Collaborative greement for five years from 2025 to 2030		Information/Discussion
Submitted	by Dr. Michelle Berg, Assistant Superintendent for Education	onal Se	rvices

RECOMMENDATION:

It is recommended that the Governing Board approve the Westside Impact School District's agreement, which will be in effect for the next five years from 2025-2026 through 2029-2030 School years. Legal counsel has reviewed and approved the agreement.

BACKGROUND:

The Westside Impact School Districts are a collaborative of 14 school districts, including Fowler, that have joined together to facilitate activities that further the mission of each of our Districts. The Littleton Elementary School District is the current Fiscal Agent for W.I. Districts.

Fowler students and staff benefit from this collaboration through the organization of various events, which promote academic achievement and recognize excellence among our staff and students. Included in these activities are a range of events, including the Teacher of the Year and Principal of the Year recognitions, a Science Fair competitive event, a Math competition, and a Spelling Bee. Over the previous two decades, Fowler has participated in and hosted multiple student events annually. Each year, students receive the opportunity to compete with peers from across the westside.

The cost of participation is based on student enrollment and is reasonable, considering the multiple opportunities provided for our students. The price is calculated at \$1.50 per Average Daily Membership (ADM) based on the previous year's 100th-day ADM Measure.

WESTSIDE IMPACT SCHOOL DISTRICTS Intergovernmental Agreement 2025 – 2030

This Westside Impact School Districts Intergovernmental Agreement (hereinafter referred to as the ("Agreement") is entered into among the following school districts:

- 1. Avondale Elementary School District No. 44
- 2. Buckeye Elementary School District No. 33
- 3. Fowler Elementary School District No. 45
- 4. Gila Bend Unified School District No. 24
- 5. Liberty Elementary School District No. 25
- 6. Litchfield Elementary School District No. 79
- 7. Littleton Elementary School District No. 65
- 8. Morristown Elementary School District No. 75
- Nadaburg Elementary School District No. 81
- 10. Palo Verde Elementary School District No. 49
- 11, Pendergast Elementary School District No. 92
- 12. Saddle Mountain Unified School District No. 90
- 13. Tolleson Elementary School District No. 17
- 14. Union Elementary School District No. 62

Whereas, the aforementioned school districts (hereinafter referred to collectively as the "Parties" or individually as "Party") are authorized to carry on all activities included in this agreement pursuant to Arizona Revised Statutes (hereinafter "A.R.S.") § 15-341, A.R.S. § 15-342, A.R.S. § 15-213, A.R.S. § 41-2632, and Arizona Administrative Code §R7-2-1191; and

Whereas, the Parties are authorized by A.R.S. § 11-952 to enter into agreements for services or for the joint exercise of any power common to the Parties; and

Wherefore, the Parties agree as follows:

- 1. The purpose of this Agreement is to provide for joint and cooperative services to the Parties. The joint and cooperative services may include, but are not limited to:
 - Regular in-service programs for the purpose of providing training opportunities for all certified/classified staff.
 - o Procurement of materials, supplies, equipment, consulting, and contracted services.
 - Establishment of a program budget to facilitate the activities approved by the Parties pursuant to the terms of this Agreement.
 - Employment of temporary or part-time personnel.
 - Establishment of joint academic and athletic activities.

Revised 3/29/2022 Page 1 of 14

- 2. This Agreement shall become effective with respect to each Party when signed by that Party and will continue through June 30, 2030.
- 3. Littleton Elementary School District No. 65 shall act as Fiscal Agent the duties of which shall be limited to those items identified in Section 17 below.
- 4. During the term of this Agreement, the Fiscal Agent may add additional school districts to the Agreement without requiring all Parties to execute an amendment to the Agreement as follows:
 - a. Any school districts who desire to be added to the Agreement must be school districts authorized to operate in the State of Arizona.
 - b. Such school district must agree in writing to be bound by all terms of the Agreement and any amendments thereto.
 - c. The Fiscal Agent shall give written notice to all Parties of the admittance of the additional school district to the Agreement no less than Thirty (30) days in advance of such admittance taking effect.
- 5. The title of the cooperative formed by this Agreement is Westside Impact School District (hereinafter W.I.S.D.). This cooperative shall be composed of the Parties to this agreement, but other governmental entities may be added to this Agreement by a written amendment approved and executed by all Parties.
- 6. W.I.S.D. will have a governing body called the W.I.S.D. Executive Board (hereinafter the "Board"). All actions of the Board shall require a majority vote of the Board before execution.
- 7. The Board will consist of the Superintendent of each Party, and each Superintendent will be entitled to one vote. A Party's vote cannot be assigned to any other Party. Other educational and government agencies may attend meetings but will have no voting rights.
- 8. The Board will select an Executive Director. The Board will vote to determine if the Executive Director shall be an employee of the Fiscal Agent or if the Executive Director shall be engaged through a third-party services contract.
- 9. If the Executive Director is determined by the Board to be an employee of the Fiscal Agent, then the Fiscal Agent will have sole authority to make employment decisions with regards to the Executive Director including all matters relating to employee discipline, job location, duty assignment, hiring, and termination decisions. If the Executive Director is an employee of Fiscal Agent, then the Executive Director will be subject to all Fiscal Agent policies applicable to administrative employees of Fiscal Agent.
- 10. If the Board determines to engage the Executive Director through a third-party services contract, then the Fiscal Agent shall be responsible for performing any procurement responsibilities required by applicable law. The Board shall vote to approve the terms of

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the proposed services contract prior to offering said contract to the successful Executive Director candidate. The Board shall vote to award the proposed services contract to the Executive Director. The Parties hereby delegate to Fiscal Agent the authority to bind each respective Party to the Board approved proposed services contract with the Executive Director.

- 11. The duties of the Executive Director shall be as outlined in the attached Exhibit A. The Executive Director is not permitted to assign any of the duties or responsibilities outlined in Exhibit A.
- 12. The Parties hereby agree that the costs incurred by the Executive Director through the performance of the duties assigned to the Executive Director as outlined in Exhibit A and any and all compensation paid to the Executive Director either through employment contract with the Fiscal Agent or the proposed services contract contemplated in Section 10 above (hereinafter the "Executive Director Costs"), shall be divided equally amongst the Parties. The Fiscal Agent shall provide each Party with a written invoice outlining each Party's respective share of the Executive Director's Costs. The Fiscal Agent shall be responsible for initially paying the Executive Director Costs and each remaining Party shall pay its respective share of said Executive Director Costs as a reimbursement to Fiscal Agent by no later than June 30th of the then current contract year.
- 13. The Board will meet as needed throughout the fiscal year. Any Party may convene a meeting by sending a written request to the Executive Director requesting that a meeting be convened. Written notice of all meetings will be sent to each Parties' representative by the Executive Director no less than Seven (7) calendar days in advance of the meeting. (This notice will contain the time, date and place of the meeting.)
- 14. The Board shall approve all programs and activities prior to implementation and shall, in advance, approve all expenditures incurred for all contracted services to accomplish the goals established by the Board.
- 15. The Board will establish a CURRICULUM COMMITTEE consisting of one administrator from each of the Parties. Each Party shall choose its own representative on the CURRICULUM COMMITTEE. The duties of the CURRICULUM COMMITTEE shall be decided upon by vote of the Board.
- 16. The Board will adopt a revenue budget and a fee schedule which upon majority vote of the Board shall be incorporated into the terms of this Agreement.
- 17. The Duties of the Parties are as follows:
 - a. The Party serving as Fiscal Agent may be altered by majority vote of the Board.
 - b. The Party serving as Fiscal Agent may resign as Fiscal Agent by providing the Executive Director with Thirty (30) days advanced written notice of the effective date of resignation. In such circumstance the Executive Director shall schedule an

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- emergency meeting at which the Board shall elect a new Fiscal Agent by majority vote.
- c. Each Party shall contribute to the appropriate fund (as determined by the Fiscal Agent) an amount equal to \$1.50 per Average Daily Membership (hereinafter "ADM") per previous year 100th day ADM measure (hereinafter "Member Contribution").
- d. The Parties agree that the Fiscal Agent may increase the amount of the Member Contribution by providing each affected Party written notice delivered not less than Ninety (90) calendar days in advance. Any increase made pursuant to the terms of this section shall not result in a Member Contribution in excess of \$3.00 per ADM per previous year 100th day ADM measure.
- e. The Parties agree that as reimbursement for its direct and indirect personnel costs that Fiscal Agent's Member Contribution shall only be Fifty Percent (50%) of the then current Member Contribution rate required of the other Parties.
- f. Fiscal agent agrees to be responsible for all accounting, procurement, audit, and recordkeeping services required by the terms of this Agreement including the following duties and responsibilities:
 - (1) Establishment of the appropriate fund (with the Maricopa County Treasurer) in which to deposit the Member Contributions.
 - (2) Preparation and distribution of normal and customary financial reports (as determined within the sole discretion of the Fiscal Agent) and to provide copies of the same to the Board.
 - (3) Control of all accounting functions and activities including maintenance of records, revenue and disbursements.
 - (4) Administration of all bidding and purchasing of supplies and equipment in conformity with all applicable statutes and regulations governing such activities.
- g. Fiscal Agent's Governing Board shall, in its sole discretion and determination, employ all personnel needed to provide the services and activities in order to effectuate the purposes of this Agreement the costs of which shall be equally divided amongst the Parties and paid to Fiscal Agent as reimbursement no later than Thirty (30) days from the delivery of an invoice for said costs For the purposes of this section "costs" includes all salaries, benefits, supplies, or other costs incurred by Fiscal Agent that are directly attributable to the performance of Fiscal Agent's duties as assigned by this Agreement.
- 18. Payment for materials and services and inspection and acceptance of materials or services ordered by a Party under a cooperative purchasing agreement shall be the exclusive obligation of such Party.
- 19. The exercise of any rights or remedies by a Party shall be the exclusive obligation of such Party.
- 20. Any Party may terminate without notice to any other Party any cooperative purchasing agreement if another eligible procurement unit fails to comply with the terms of the contract. Failure of an eligible procurement unit to secure performance from the contractor in accordance with the terms and conditions of its purchase order does not necessarily require any other Party to exercise its own rights or remedies. For the purposes of this

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section "eligible procurement unit" shall be defined as outlined in Arizona Administrative Code §R7-2-1001(34).

- 21. Termination and Annual disposition of cash balance.
 - (a) Any individual Party may terminate its participation in this Agreement by providing written notice to the Executive Director no less than Thirty (30) days in advance of the effective date of said termination. A Party who terminates this Agreement pursuant to this provision shall forfeit all amounts held by the Fiscal Agent attributable to the contributions of that Party at the time of termination. Termination pursuant to this provision does not relieve the terminating Party of any contractual of financial obligations incurred prior to the effective date of said termination.
 - (b) Upon termination of this Agreement by all Parties which shall be effectuated by a majority vote of the Board, any available funds will be used first to satisfy any financial obligations that have been incurred pursuant to this Agreement. Any remaining funds or other assets will be returned to the then current Parties to this Agreement in proportion to their financial contributions during the final year of the Agreement's existence.
 - (c) For each year in which this Agreement is in effect, the Parties shall receive their prorata share of the remaining balances from the previous fiscal year (if any) held in the accounts established pursuant to Section 17(f)(1) or be credited for the next fiscal year, after all encumbrances and obligations incurred by the Parties pursuant to the terms of this Agreement have been paid. The amount of each Parties' pro-rata share pursuant to this section shall be an amount equal to the percentage of the total contributions to said account made by that respective Party as compared to the contributions of the remaining Parties to said account. The amounts derived by the terms of this section shall be calculated within the sole discretion of the Fiscal Agent.
 - (d) Each Party may elect to receive its pro-rata share (as calculated in Section 21(c) above) or to be credited for the subsequent fiscal year by indicating its preference in writing and delivering said writing to the Fiscal Agent.
 - (e) Any cash balance remaining in the accounts established by Section 17(f)(1) may be expended in a manner consistent with purpose of this Agreement upon approval of the Board.
- 22. This Agreement is subject to termination pursuant to A.R.S. § 38-511.
- 23. The Parties to this Agreement acknowledge that they are aware that the Civil Division of the Maricopa County Attorney's Office and/or Gust Rosenfeld P.L.C. may be chosen as legal counsel for other Parties to this Agreement. The signing Party further acknowledges that it is aware of any potential conflict of interest that may arise from such representation and hereby waives any claim or objection related to said potential conflict of interest resulting from the Maricopa County Attorney's Office and/or Gust Rosenfeld P.L.C.'s representation of other Parties to this Agreement.
- 24. To the extent applicable under A.R.S. § 41-4401, the Parties warrant their compliance with all federal immigration laws and regulations that relate to their employees and compliance

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with the E-verify requirements under A.R.S. § 23-214(A). A Party's breach of the above-mentioned warranty shall be deemed a material breach of the Agreement and may result in the termination of the Agreement by any Party under the terms of this Agreement.

- 25. This Agreement terminates and supersedes all prior understandings and agreements, whether written or oral, between the Parties on the subject matter hereof.
- 26. If any Party fails to comply with the terms of this Agreement, such failure shall be deemed a default, and the non-defaulting Parties shall have all rights and remedies available in law or in equity.
- 27. No Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Parties.
- 28. The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third-Party beneficiary or other person, agency, or organization.
- 29. If any part of this Agreement is held to be illegal, invalid, or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.
- 30. The continuation of this Agreement beyond the initial fiscal year is dependent on and subject to the appropriation and availability of funding for each Party in each subsequent fiscal year. If sufficient funding is not made available to allow a Party to continue meeting its contractual obligations under this Agreement, that Party shall so notify the other Parties and the notifying Party may cancel this Agreement and have no further obligation to the other Parties. In the alternative, the Parties may, by mutual written agreement, modify this Agreement to reduce the level of compensation, services or other consideration provided.
- 31. All books, accounts, reports, files and other records relating to this Agreement shall be subject at all reasonable times to inspection or audit by the Parties, or their agents during the term of this Agreement and for five (5) years after termination of this Agreement. Such records shall be produced at the offices of the Party requesting them or such other reasonable location as is designated by the requesting Party.
- 32. No failure to enforce any condition or covenant of this Agreement shall imply or constitute a waiver of the right to insist upon performance of such condition or covenant, or of any other provision hereof, nor shall any waiver by any Party of any breach of any one or more

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- conditions or covenants of this Agreement constitute a waiver of any succeeding or other breach hereunder.
- 33. Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Parties from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students, and agents. Notwithstanding any other provision of this Agreement to the contrary, any agreement by one Party to defend, hold harmless or indemnify the other Parties shall be limited to, and payable only from, the indemnifying Party's available insurance or self-insurance coverage for liability assumed by contract, if any, available as a part of its general liability insurance program.
- 34. This Agreement shall be governed and interpreted by the State of Arizona. The venue for any judicial actions regarding the terms of this Agreement shall be the Superior Court of Maricopa County, Arizona.
- 35. Except as provided in this Agreement, employees of one Party shall not be deemed employees of the other Parties, and the employing Party shall be responsible for all wages, withholding and payment of employment taxes, and the provision of all employee benefits, if any offered by the employer to the employee.
- 36. This Agreement may be signed in counterparts, each of which shall be an original and all of which together shall constitute but one and the same instrument.
- IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the date of each Parties' authorized agent's signature as set forth below.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK Signature pages and Exhibits follow

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SCHOOL DISTRICT NO OF MARICOPA COUNTY	
Superintendent	Date
INTERGOVERNMENTAL AGREEM PURSUANT TO ARIZONA REVISE	ENT DETERMINATION D STATUTES SECTION 11-952(D)
The undersigned attorney for	School District No. of pat this Intergovernmental Agreement is in proper form and canted under the laws of Arizona to this school district.
Attorney for School District	Date

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FIRST AMENDMENT TO WESTSIDE IMPACT SCHOOL DISTRICTS INTERGOVERNMENTAL AGREEMENT 2025 – 2030

The Parties amend their Agreement as follows.

- 1. Section 3 of the Agreement is amended to read:
 - "3. Littleton Elementary School District No. 65 shall act as Fiscal Agent, the duties of which shall be limited to those items identified in Section 17 below."
- 2. Section 12 of the Agreement is amended to read:
 - "12. The Parties hereby agree that the costs incurred by the Executive Director through the performance of the duties assigned to the Executive Director as outlined in Exhibit A, which costs shall not exceed \$30,246.75 in any year, with reasonable reimbursements, and any and all compensation paid to the Executive Director either through employment contract with the Fiscal Agent or the proposed services contract contemplated in Section 10 above (hereinafter the "Executive Director Costs"), shall be divided equally amongst the Parties. The Fiscal Agent shall provide each Party with a written invoice outlining each Party's respective share of the Executive Director's Costs. The Fiscal Agent shall be responsible for initially paying the Executive Director Costs and each remaining Party shall pay its respective share of said Executive Director Costs as a reimbursement to Fiscal Agent by no later than June 30th of the then current contract year."
- 3. The following language is inserted as Section 37:
 - "37. The parties may elect to participate in an event to honor teachers of the year, which teachers shall be chosen by the participating school districts. The event may include holding a banquet for the teachers of the year, providing each teacher with a commemorative plaque and giving each teacher such other recognition or award as permitted by law. Each Party shall be responsible for ensuring that its participation in such event complies with applicable law. Parties may elect not to participate in the event. Parties that elect not to participate shall give reasonable notice that they will not participate to the Executive Director. The Board shall have the power, but not the obligation, to adjust a Party' Member Contribution to ensure that the Party is not contributing funds to the teacher of the year event if that is necessary to resolve a Party's legal concerns.

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AVONDALE ELEMENTARY SCHOOL DISTRICT NO. 44 By:	LITTLETON ELEMENTARY SCHOOL DISTRICT NO. 75 By:
Title:	Title:
BUCKEYE ELEMENTARY SCHOOL DISTRICT NO. 33 By: Title:	MORRISTOWN ELEMENTARY SCHOOL DISTRICT NO. 75 By: Title:
FOWLER ELEMENTARY SCHOOL DISTRICT NO. 45 By: Title:	NADABURG ELEMENTARY SCHOOL DISTRICT NO. 81 By: Title:
GILA BEND UNIFIED SCHOOL DISTRICT NO. 24 By: Title:	PALO VERDE ELEMENTARY SCHOOL DISTRICT NO. 49 By: Title:
LIBERTY ELEMENTARY SCHOOL DISTRICT NO. 25 By: Title:	PENDERGAST ELEMENTARY SCHOOL DISTRICT NO. 92 By: Title:
LITCHFIELD ELEMENTARY SCHOOL DISTRICT NO. 79 By:	SADDLE MOUNTAIN UNIFIED SCHOOL DISTRICT NO. 90 By: Title:
Huc.	Page 11 of 14

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TOLLESON ELEMENTARY SCHOOL	UNION ELEMENTARY SCHOOL
DISTRICT NO. 17	DISTRICT NO. 62
By:	Ву:
Title:	Title:

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SCHOOL DISTRICT NO OF MARICOPA COUNTY		
Superintendent	Date	
INTERGOVERNMENTAL AGREEM PURSUANT TO ARIZONA REVISEI	ENT DETERMINATION STATUTES SECTION 11-952(D)	
The undersigned attorney for <u>Fowler</u> has determined that this Intergovernment and authority granted under the laws	nental Agreement is in proper form and is within the powe	
GUST ROSENFELD		
('air D'Bri	June 17, 2025	
Carrie O'Brien	Date	
Attorney for School District		

FIRST AMENDMENT TO WESTSIDE IMPACT SCHOOL DISTRICTS

Action Item ◆ July 8, 2025		X	Action
C.9	Recommendation to Approve the Second Reading of Proposed Policy Advisories 906 - 908		Information/Discussion
Subn	nitted by Ms. Nora Ulloa, Superintendent		

RECOMMENDATION:

It is recommended that the Governing Board approve the second reading of the following proposed ASBA Policy Advisories.

The recommendation is to adopt IJNDG as proposed, and make an amendment to IJND-R and include the following added language on page 11, where it specifies to insert optional District-Level Requirements:

"Electronic devices including, but not limited to, cell phones, handheld devices, media players, watches, earbuds, or other similar gadgets are not allowed to be used or displayed during the school day, from the beginning to the end, unless a staff member specifically instructs or permits their use for educational or emergency purposes. It is important that these devices do not disrupt the learning environment, compromise safety, or affect the well-being of others."

"Students who bring cellphones to school should not have them out without the teacher's permission. They are to remain out of sight and turned off."

The recommendation on PolicyJLF and Policy JR is to adopt them as presented.

Volume 37, Number 6

No. 906	Policy IJNDG - Use of Technology Resources in Instruction IJNDG-R Regulation Use of Technology Resources in Instruction
No. 907	Policy JLF, Reporting Child Abuse / Child Protection
No. 908	Policy JR - Student Records Jr-R Regulation Student Records

BACKGROUND:

This volume of ASBA Policy Updates was released in May 2025; as part of its services to school districts, the Arizona School Boards Association issues recommendations for policy changes, exhibits, and regulations.

The recommendations above include three policies that require Governing Board Approval and two Regulations, which are for your information and do not require Governing Board Approval.

P.A. 906 - The recommendation is to adopt the Policy IJNDB, Use of Technology Resources in Instruction, and its corresponding Regulation, Policy IJNDB-R, as proposed.

As required by the Children's Internet Protection Act and A.R.S. 15-120.05, the prevention of inappropriate network usage includes unauthorized access, including "hacking," and other unlawful activities; unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and student use of wireless communication devices.

Revisions to this policy primarily include the inclusion of statute A.R.S. § 15-120.05, which addresses student access to the internet. The language added bans students' use of wireless communication devices, as well as access to any social media networks, during the school day, except when used for educational purposes.

P.A. 907 - The recommendation is to adopt the Policy JLF, Reporting Child Abuse / Child Protection, as proposed.

As reviewed in June, the changes to this policy include the addition of individuals (district governing board members and substitute teachers) as adults who, by policy, will be required to report abuse or neglect.

A second change in the policy is to require that when an SRO or SSO receives a report, the officer must now notify a law enforcement agency "in the appropriate jurisdiction."

Additionally, the SRO or SSO must follow "local county protocol" when receiving a report or asking appropriate and authorized follow-up questions in response to a voluntary report.

P.A. 908- The recommendation is to adopt Policy JR, Student Records, and its corresponding Regulation, Policy JR-R, as proposed.

This Policy is updated to ensure compliance with A.R.S. § 15-102 and A.R.S. § 15-142, which address parental involvement in school and disclosure of directory information. A.R.S. § 15-142 restricts the disclosure of specific student information, including the student's address, telephone number, and e-mail address. FESD does not disclose this information to any third parties, including the public, other parents, or any vendors. Regardless, the recommendation remains to adopt this policy so that we have a frame of reference should this change moving forward.

POLICY SERVICES ADVISORY

Volume 37, Number 6

May 2025

Policy Advisory No. 906Policy IJNDB — Use of Technology Resource in Instruction Regulation IJNDB-R — Use of Technology Resource in Instruction	n s
Policy Advisory No. 907Policy JLF — Reporting Child Abuse Child Protection	
Policy Advisory No. 908	

Summary

The following Policy Advisories are derived from enactments of the 57th Legislature, First Regular Session, 2025. Although the current legislative session has not adjourned, the recently signed bills have implications on planning for school operations. New legislative impacts include updates for mandatory reporting, wireless communication devices and internet access, and expanded parental notice and authorization for school directory information.

Policy Advisory Discussion

Policy Advisory No. 906

Policy IJNDB — Use of Technology Resources in Instruction Regulation IJNDB-R — Use of Technology Resources in Instruction

House Bill 2484 added A.R.S. 15-120.05 relating to student access to the internet, student use of wireless communication devices, policies and procedures, annual notice, and definitions for public schools. Policy IJNDB and Regulation IJNDB-R incorporate the new mandates, and headings were added to improve clarity. The regulation also includes an optional section for additional district-specific requirements.

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

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Policy Advisory No. 907

Policy JLF — Reporting Child Abuse / Child Protection

Senate Bill 1437 amends A.R.S. 13-3620 and A.R.S. 15-514 relating to mandatory reporting. Although Policy JLF already requires Board Members to report conduct involving minors subject to mandatory reporting under A.R.S. 13-3620, additional language has been included to ensure alignment with SB1437. Definitions and headings were added to improve clarity.

Policy Advisory No. 908

Policy JR — Student Records Regulation JR-R — Student Records

House Bill 2514 amends A.R.S. 15-102 and A.R.S. 15-142 relating to parental involvement in schools and student directory information. Policy JR and Regulation JR-R have been updated to ensure compliance with the new requirements. Subheadings were added to the regulation to support clarity and organization.

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.

ADVISORY 906

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

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IJNDB© USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Appropriate Use of Electronic Information Services

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, cloud-based systems, and any computer-accessible source of information, whether from hard drives or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary and/or legal action.

The Superintendent shall determine steps, including the use of an Internet filtering mechanism, that must be taken to promote the safety and security of the use of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Technology protection measures shall protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to use of computers by minors, harmful to minors. Safety and security mechanisms shall include online monitoring activities.

<u>Inappropriate Use of Electronic</u> <u>Information Services</u>

As required by the Children's Internet Protection Act <u>and A.R.S. 15-120.05</u>, the prevention of inappropriate network usage includes unauthorized access, including "hacking," and other unlawful activities; unauthorized disclosure, use and dissemination of personal identification information regarding minors; <u>and</u> student use of wireless communication devices.

It is the policy of the Board to:

- A. prevent user access over the District's computer network, or transmissions of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- B. Limit the use of wireless communication devices and access to social media networks by students during the school day;

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

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- B. C. prevent unauthorized access and other unlawful online activity;
- C. D. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- D. E. comply with the Children's Internet Protection Act [P.L. No. 106-554 and 47 U.S.C. 254(h)] and A.R.S. 15-120.05.

Each user will be required to sign an EIS user's agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

Generative Artificial Intelligence Programs

The proper use of Artificial Intelligence (AI) programs can be effective at enhancing student learning and can prepare students with the competencies and knowledge needed in the digital age. Its use should also be guided by responsible and ethical considerations, including mitigating bias, promoting transparency, and providing AI benefits to all students. Use of AI programs in the classroom should be approved by the site administrator or Superintendent, and teachers' instructions and expectations should guide the classroom use of AI. Teachers should include relevant lessons on correct and responsible use of AI, and students should be taught standards regarding plagiarism and source citation and should use these guidelines if AI is used for a school assignment. AI use should be guided and monitored by teachers and/or administrators and should align with the District's guidelines and policies, including anv relevant rules/responsibilities. AI resources should be available to all students, including those with disabilities and English language learners. Use of an AI system should comply with the Family Educational Rights and Privacy Act (FERPA) and should support data privacy and security.

Filtering and Internet Safety

As required by the Children's Internet Protection Act, the District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. The protective measures shall also include monitoring the online activities of students.

Limits, controls, and prohibitions shall be placed on student:

- A. Access to inappropriate matter.
- B. Safety and security in direct electronic communications.
- C. Unauthorized online access or activities.
- D. Unauthorized disclosure, use and dissemination of personal information.

Education, Supervision and Monitoring

It shall be the responsibility of all District employees to be knowledgeable of the Board's policies and administrative guidelines and procedures. Further, it shall be the responsibility of all employees, to the extent prudent to an individual's assignment to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, and the Protecting Children in the 21st Century Act, and A.R.S. 15-120.05.

The Superintendent shall provide for appropriate training for District employees and for students who use the District's computer network and have access to the Internet. Training provided shall be designed to promote the District's commitment to:

- A. the standards and acceptable use of the District's network and Internet services as set forth in District policy;
- B. student safety in regards to use of the Internet, appropriate behavior while using, but not limited to, such things as social networking Web sites media platforms, online opportunities and chat rooms; and cyberbullying awareness and response; and compliance with E-rate requirements of the Children's Internet Protection Act. Teachers are allowed to give students access to social media platforms to the extent necessary for educational purposes.

Wireless Communication Devices

<u>Districts shall limit student use of wireless communication devices during the school day except if any of the following apply:</u>

A. for educational purposes, as directed by the student's teacher.

B. during an emergency.

C. The student needs the student's wireless communication device because the student has a medical condition.

Procedures shall include guidelines for a student's parent to contact the student during the school day and for a student to contact the student's parent during the school day.

While training will be subsequently provided to employees under this policy, the requirements of the policy are effective immediately. Employees will be held to strict compliance with the requirements of the policy and the accompanying regulation, regardless of whether training has been given.

The Superintendent is responsible for the implementation of this policy and for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

Parent Notification

At the beginning of each school year, pParents, teachers and students will be notified of the policies regarding the use of technology and the Internet while at school. The District shall provide to parents, teachers and students a copy of the adopted policies and notify the parents, teachers and students of any changes to the policy.

Parents will also be notified of their ability to prohibit the student from the use of technology and the Internet while at school in which covered information may be shared with an operator pursuant to A.R.S. 15-1046. This does not apply to software or technology that is used for the daily operations or administration of a local education agency or Arizona Online instruction programs authorized pursuant to A.R.S. 15-808.

Definitions:

- A. "School day" means periods of time when students are at school, including meals, passing periods and recess.
- B. "Social media platform" means a website, computer application or other digital platform that is used for social networking and creating or exchanging virtual content.
- C. "Wireless communication devices" includes personal devices and devices that are provided by the school.

Adopted:			
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legal advice. You may wish to consult an attorney for further explanation.			

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LEGAL REF.: A.R.S. 13-2316 13-3506.01 13-3509 15-120.05 15-341 15-808 15-1046 34-501 34-502 20 U.S.C. 1232g, the Family Educational Rights and Privacy Act 20 U.S.C. 1232h, the Protection of Pupil Rights Amendment 20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act 20 U.S.C. 6301 et seq., Every Student Succeeds Act of 2015 20 U.S.C. 9134, The Children's Internet Protection Act 47 U.S.C. 254, Communications Act of 1934 (The Children's Internet Protection Act)

16 CFR Part 312, Children's Online Privacy Protection Rule (COPPA)

LJNDB-R©

REGULATION

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

(Safety and use of Electronic Information Services)

Use of the electronic information services (EIS) requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the District. Filtering, monitoring, and access controls shall be established to:

- A. Limit access by minors to inappropriate matter on the Internet and World Wide Web.
- B. Limit the use of wireless communication devices by students during the school day.
- B. C. Monitor the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- C. D. Monitor for unauthorized access, including so-called "hacking," and other unlawful activities by minors online.
- D. E. Restrict access by minors to materials harmful to minors.

Content Filtering

A content filtering program or similar technology shall be used on the networked electronic information services (EIS) as well as on standalone computers capable of District authorized access to the Internet. The technology shall at a minimum limit access to obscene, profane, sexually oriented, harmful, or illegal materials. Should a District adult employee have a legitimate need to obtain information from an access-limited site, the Superintendent may authorize, on a limited basis, access for the necessary purpose specified by the employee's request to be granted access.

Education, Supervision, and Monitoring

It is the responsibility of all District employees to be knowledgeable of the Board's policy and administrative regulations and procedures related to the use of technology resources. Employees are further responsible, to the extent prudent to an individual's assignment, to educate, supervise, and monitor student use of the District's online computer network. District, department, and school administrators shall provide employees with appropriate in-servicing and assist employees with the implementation of Policy IJNDB.

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As a means of providing safety and security in direct electronic communications and to prevent abuses to the appropriate use of electronic equipment, all computer access to the Internet through the District electronic information services (EIS) or standalone connection shall be monitored periodically or randomly through in-use monitoring or review of usage logs.

Access Control

Individual access to the EIS shall be by authorization only. Designated personnel may provide authorization to students and staff who have completed and returned an electronic information services user agreement. The Superintendent may give authorization to other persons to use the EIS.

Acceptable Use

Each user of the EIS shall:

- A. Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- B. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- C. Abide by all copyright and trademark laws and regulations.
- D. Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- E. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- F. Not use the network in any way that would disrupt the use of the network by others.
- G. Not use the EIS for commercial purposes.
- H. Follow the District's code of conduct.
- I. Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- J. Understand that inappropriate use may result in cancellation of permission to use the electronic information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

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In addition, acceptable use for District employees is extended to include requirements to:

- A. Maintain supervision of students using the EIS.
- B. Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- C. Take responsibility for assigned personal and District accounts, including password protection.
- D. Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.
- E. Pursuant to A.R.S. 15-120.05, teachers may grant access to social media networks for educational purposes.

Each user will be required to sign an EIS user agreement. A user who violates the provisions of the agreement will be denied access to the information services and may be subject to disciplinary action. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences.

Details of the user agreement shall be discussed with each potential user of the electronic information services. When the signed agreement is returned to the school, the user may be permitted use of EIS resources through school equipment.

Wireless Communication Device Guidelines

Students *must* follow all District rules and procedures for the use of wireless communication devices.

Acceptable Use

Students may use wireless communication devices:

- A. for educational purposes, as directed by the student's teacher
- B. during an emergency; and/or as needed for a medical condition.
- C. With permission from a teacher or staff member, a student may contact their parent/legal guardian using the student's cellular telephone.

Insert optional District language here regarding additional District-level requirements.

ADVISORY 907

JLF © REPORTING CHILD ABUSE / CHILD PROTECTION

Mandatory Reporting

Any sSchool personnel, including substitute teachers and any member of a school district governing board or charter school governing body, or any other person who has responsibility for the care or treatment of a minor and who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Department of Child Safety (DCS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately either electronically or by telephone. A report to a school resource officer or a school safety officer does not satisfy the reporting requirements of A.R.S. 13-3620.

When a report is received by a school resource officer or school safety officer, the officer shall immediately notify a law enforcement agency in the appropriate jurisdiction and shall submit to the local law enforcement agency all information relating to the report for the purposes of the law enforcement agency investigating the reported conduct.

The Arizona Department of Economic Security, Division of Children, Youth and Families, has determined that all mandated reporters may now electronically submit non-emergency reports via a secure online reporting website. Non-emergency reports are those in which a child is not at immediate risk of abuse or neglect that could result in serious harm. Mandated reporters will be able to submit non-emergency reports twenty-four (24) hours a day without wait times.

All reports made via the online website will require the person making the report (reporting source) to provide contact information. A representative from the Child Abuse Hotline may contact the source for additional information, if necessary. This process will make it more convenient to meet the mandated reporting requirements and help ensure child safety.

All emergency situations where a child faces an immediate risk of abuse or neglect that could result in serious harm must still be reported by calling 911 or 1-888-SOS-CHILD (1-888-767-2445). If a reporting source is unsure as to whether or not the report is an emergency situation, the reporting source should call the Child Abuse Hotline to make a report.

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Any concerns for the safety of a child due to abuse, neglect or abandonment, *must* be reported, by:

Calling 1-888-SOS-CHILD (1-888-767-2445),

TDD: 602-530-1831 (1-800-530-1831), or

Submitting *non-emergency* concerns via the Online Reporting Service at https://dcs.az.gov/about/contacts.

Pursuant to A.R.S. 13-3620, such reports shall contain, if known:

- A. The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.
- B. The minor's age and the nature and extent of the minor's abuse, child abuse, or physical injuries or neglect, including any evidence of previous abuse, child abuse, physical injury or neglect.
- C. Any other information that such person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.

A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of that action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

Interviewing Requirements

A student who is identified as a potential victim of a reportable offense may be interviewed only as provided by the local county protocol that is adopted pursuant to A.R.S. 8-817. This does not prevent a school safety officer or a school resource officer from either:

- A. receiving a voluntary report of a reportable offense from a student who is an alleged victim.
- B. asking a student minimal follow-up questions that are necessary and authorized by the county protocol.

Reporting Not Required

A report is not required under A.R.S. 13-3620 for conduct prescribed by A.R.S. 13-1404 and 13-1405 if the conduct involves only minors who are fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age and there is nothing to indicate that the conduct is other than consensual.

A report is not required if a minor is of elementary school age, the physical injury occurs accidentally in the course of typical playground activity during a school day, occurs on the premises of the school that the minor attends and is reported to the legal parent or guardian of the minor and the school maintains a written record of the incident. The school will maintain a written record of the physical injury as part of the student's health file as required by Arizona State Library, Archives and Public Records (ASLAPR).

Failure to Report

A person who fails to report abuse as provided in A.R.S. 13-3620 is guilty of a Class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a Class 6 felony.

Any certificated person or Governing Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. 13-3620 shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Any person who is employed as the immediate or next higher-level supervisor to or administrator of a person who is statutorily required to report is not required to report if the supervisor or administrator reasonably believes that the report has been made by the person who is required to report.

Any school employee who has orally reported to DCS or a peace officer a reasonable belief of an offense to a minor must provide written notification to the principal of the oral report not later than the next workday following the making of the report.

Posting Requirements

Each school that is operated by a school district and each charter school shall post in a clearly visible location in a public area of the school that is readily accessible to students a sign that contains all of the following:

- A. In boldfaced type, the telephone number of the centralized intake hotline concerning suspected abuse and neglect of children that is established pursuant to A.R.S. 8-455.
- B. Instructions to call 911 for emergencies.
- C. Directions for accessing the website of the Department of Child Safety for more information on reporting child abuse, child neglect and the exploitation of children.

Definitions

School Safety Officer: a peace officer who is working in an off-duty capacity at a school. [A.R.S. 15-514]

School Resource Officer: A peace officer or a full-authority reserve peace officer who is certified by the Arizona Peace Officer Standards and Training Board (AZPOST). [A.R.S. 15-154]

Peace Officer: "Peace officers" means sheriffs of counties, constables, marshals, policemen of cities and towns, commissioned personnel of the department of public safety, personnel who are employed by the state department of corrections and the department of juvenile corrections and who have received a certificate from the Arizona Peace Officer Standards and Training Board (AZPOST). [A.R.S. 1-215]

Adopted:
LEGAL REF.:
A.R.S.
<u>1-215</u>
8-201
13-1404 et seq.
13-1410
13-3019
13-3212
13-3506
13-3506.01
13-3552
13-3553
13-3608
13-3619
13-3620
13-3623
<u>15-154</u>
15-160.01
15-514
46-451
46-454
CROSS REF.:
GBEB - Staff Conduct
GBEBB - Staff Conduct With Students
JKA - Corporal Punishment
-

ADVISORY 908

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JR © STUDENT RECORDS

Required student records (regular and special education) will be prepared in a manner consistent with state and federal laws, the requirements of the Arizona Uniform System of Financial Records (USFR) and those of the Arizona Department of Libraries, Archives and Public Records. Retention periods and disposition of records shall be as specified in the USFR, the Arizona Department of Library Archives and Public Records and relevant federal statutes and regulations.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT), and the Every Student Succeeds Act of 2015 (ESSA) in the establishment, maintenance, correction, and disposition of student records.

The Board directs the Superintendent to establish procedures for such compliance, including informing parents, students, and the public of the contents. The Superintendent will implement procedures as required by law and will establish procedures for dealing with violations.

If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605 Telephone number: (202) 260-3887

In adopting this policy, it is the intent of the Board that the policy and related procedures be implemented immediately. Copies of the policy and procedures will be available for parent and eligible student review in the District office.

Confidentiality

The right to inspect and review education records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, the USA PATRIOT ACT, ESSA and with federal regulations issued pursuant to such act.

Annual Notification

Within the first three (3) weeks of each school year, the District will publish in a District communication a notice to parents and eligible students of their rights under the FERPA and this procedure. This notice will also be provided to each parent of new students enrolling after school begins [34 C.F.R. 99.7]. The District will arrange to provide translation of the notice to non-English-speaking parents in their native language or mode of communication [34 C.F.R. 300.9]. The notice shall inform the parents of:

- A. The right of the parent or an eligible student to inspect and review the student's education records.
- B. The intent of the District to limit the disclosure of personally identifiable information contained in a student's education records, including disciplinary records, except by the prior written consent of the parent or eligible student or under certain limited circumstances as permitted by the FERPA, the USA PATRIOT Act or the ESSA.
- C. The right of the parent or eligible student to seek to correct parts of the school education records that the student or the parent believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter it according to the parent's or eligible student's request.
- D. The right of the parent or eligible student to file a complaint with the U.S. Department of Education if they believe the District has violated the FERPA.

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and this procedure [34 C.F.R. 99.7 and 300.613]. The notice shall also include:

- A. The procedure for exercising the right to inspect and review education records.
- B. The procedure for requesting amendments of education records that the parent or eligible student believe to be inaccurate, misleading or otherwise a violation of the student's privacy rights.
- C. The conditions when prior consent is not required, the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

Directory Information:

- A. Except as provided in subsection B of A.R.S. 15-142, a school may only disclose directory information relating to students, in accordance with state and federal law, if the school first notifies the parent or eligible student of all of the following:
 - 1. The types of information that the school has designated as directory information.
 - 2. The right of the parent or eligible student to refuse the school's designation of any or all of the types of information about the student as directory information.
 - 3. The period of time within which a parent or eligible student must notify the school in writing that the parent or eligible student does not want any or all of the types of information about the student designated as directory information.
- B. Except as required by state or federal law, a school may not disclose the address, telephone number or e-mail address of a student unless either:
 - 1. The parent or eligible student has affirmatively consented in writing to the disclosure; or
 - 2. The parent or eligible student has not opted out of the disclosure pursuant to subsection A of A.R.S. 15-142 and the disclosure is either:
 - a. To one (1) or more students who are enrolled in the school and for educational purposes; or
 - b. To school employees and for school business purposes.

If the School District permits allows the release of directory information relating to pupils students, subject to subsections A and B of A.R.S. 15-142, the information shall be released on or before October 31 of each year.

The Superintendent shall develop procedures to communicate to students and their parents in a timely manner information relating to access to the Arizona Department of Education form which is designed to allow pupils parents and eligible students to request that directory information not be released pursuant to the Elementary and Secondary Education Act (ESEA) as reauthorized by the Every Student Succeeds Act of 2015 (ESSA).

Definition

Adopted: _____

For the purposes of this section, "eligible student" means a student who is at least eighteen (18) years of age or is emancipated.

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legal advice.	You may wish to consult an attorney for further explanation.

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LEGAL REF.:

A.R.S.

15-141

15-142

15-828

15-829

25-403.06

44-1373

10 U.S.C. 503

20 U.S.C. 1232

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act

20 U.S.C. 6301 et seq., Every Student Succeeds Act of 2015

20 U.S.C. 7908

34 C.F.R. 300

CROSS REF.:

IHB - Special Instructional Programs

JF - Student Admissions

JFAB - Admission of Nonresident Students

JLH - Missing Students

JRCA - Request for Transfer of Records

JR-R ©

REGULATION

STUDENT RECORDS

This procedure regulation is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities in Education Act (IDEA). All personnel in the District are expected to fulfill the requirements of policy and the following procedures in order to protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages [34 C.F.R. 300.612].

The Superintendent has the responsibility for ensuring the confidentiality of any personally identifiable information [34 C.F.R. 300.612].

All rights and protections given parents under the FERPA and this procedure regulation transfer to the student upon reaching age eighteen (18) except where the student continues as a dependent under specified circumstances, or enrolling in a postsecondary school. The student then becomes an "eligible student" [34 C.F.R. 99.5 and 300.625].

Definitions

For the purpose of thise procedure regulation, the District has used the following definitions of terms:

- A. Student Any person who attends or has attended a program of instruction sponsored by the District and for whom the District maintains education records.
- B. Eligible student A student who has reached age is at least eighteen (18) years of age or is attending a postsecondary school emancipated.
- C. Parent Either the natural parent of a student, unless the parent's rights under the FERPA have been removed by a court order, statute, or other legal document, or a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian. The District may presume that the parent has the authority to inspect and review education records relating to his or her child unless the District has been advised that the parent does not have authority under applicable law.
- D. Education records Any information directly related to a student recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm or microfiche, that is maintained by the District, an employee of the District, or any agent of the District except:

- 1. Personal records kept by an employee of the District that meets the following tests:
 - a. It is used only as a personal memory aid.
 - b. It is kept in the personal possession of the individual who made it.
 - c. It is not accessible and has never been revealed to any other person except the employee's temporary substitute.
- 2. Medical treatment records maintained for "eligible students."
- 3. Records collected and maintained by a law enforcement unit of the school.
- 4. Records containing only information about a person after that individual is no longer a student in the District.
- 5. An employment record that is used only in relation to a student's employment by the District. (*Employment for this purpose does not include activities for which a student receives a grade or credit in a course.*)
- 6. Related alumni records after the student no longer attends classes provided by the District, and the records do not relate to the person as a student.
- E. Personally identifiable information Any data or information that makes the subject of a record known. This includes the student's name, the name(s) of the student's parent(s) or other family member(s), the student's address, the student's Social Security number, a student number, a list of personal characteristics, or other information that would make the student's identity easily traceable.
- F. Signed and dated written consent May include a record and signature in electronic form that:
 - 1. Identifies and authenticates a particular person as the source of the electronic consent.
 - 2. Indicates such person's approval of the information contained in the electronic consent.

Locations of Education Records

A list of types and locations of education records collected, maintained, or used will be provided to the parents on request [34 C.F.R. 300.616]. See Exhibit JR-EA.

Procedure to Inspect Education Records

Parents of a student, the designated representative of the parents, and an eligible student may inspect and review the student's education records that are collected, maintained, or used by the District [34 C.F.R. 300.501]. In some circumstances it may be mutually more convenient for the record custodian to provide copies of records. Charges for the copies of records will be costs of copying unless the fee would effectively prevent the parent from exercising rights to inspect and review those records [34 C.F.R. 300.613 and 300.617].

Since a student's records may be maintained in several locations, the school principal will offer to collect copies of records or the records themselves from locations other than a student's school so they may be inspected at one (1) site. However, if parents and eligible students wish to inspect records where they are maintained, the school's principal will make every effort to accommodate their wishes.

Parents, the designated representative of the parents, or the eligible student should submit to the student's school principal a signed and dated written request that identifies as precisely as possible the record or records wanted for inspection. The District will respond to any request without unnecessary delay before any meeting regarding any individual education program or hearing relating to the identification, evaluation, placement of a student, or the provision of a free appropriate public education, and in no case more than forty-five (45) days after the request has been made [34 C.F.R. 300.613 and 99.10]. See Exhibit JR-ED.

The principal, or other education records custodian, will contact the parent of the student or the eligible student to discuss how access will be best arranged (e.g., copies, at the exact location, or records brought to a single site).

Parents have the right, upon reasonable request, for explanations and interpretations of the information contained in the records and a right to request copies of the records containing the information, if not in violation of stated policy of FERPA. Parents have the right to have a representative of the parent to inspect and review the records [34 C.F.R. 300.613 and 99.10].

The principal, or other education records custodian, will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in forty-five (45) days or less after receipt of the request for access [34 C.F.R. 300.613].

If for any valid reason, such as working hours, distance between record location sites, or health, the parent or eligible student cannot personally inspect and review a student's education records, the District will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records [34 C.F.R. 300.613 and 99.10].

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students [34 C.F.R. 300.615, 99.5 and 99.12].

Fees for Copies of Records

All records subject to disclosure under this procedure shall be available for inspection free of charge. If copies are desired, they shall be furnished by the District to the parent or eligible student on request and free of charge. Additional copies may be sent to other schools or agencies without charge. However, the District reserves the right to charge up to thirty-five cents (35ϕ) per page for multiple or excessive requests. Copies of available records shall be produced as promptly as possible upon receipt of the request. No fee will be charged for search and retrieval of records [34 C.F.R. 300.617 and 99.11].

The District will provide copies of records:

- A. When the refusal to provide copies effectively denies access to the records by the parent or eligible student [34 C.F.R. 300.617].
- B. At the request of the parent or eligible student, when the District has provided the records to third parties by the prior consent of the parent or eligible student.
- C. At the request of the parent or eligible student when the District has forwarded the records to another school where the student seeks or intends to enroll.

Directory Information

<u>Personally Identifiable</u> Information

The District designates the following personally identifiable information contained in a student's education records as "directory information" and may disclose that information without prior written consent [20 U.S.C. 1232g(a)(5)(A)]:

- A. The student's name.
- B. The student's address.
- C. The student's telephone listing.
- D. The student's date and place of birth.
- E. The student's electronic mail address.
- F. The student's photograph.

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- G. The student's grade level.
- H. The student's major field of study.
- I. The student's dates of attendance.
- J. The student's enrollment status (e.g., part time or full time).
- K. The student's participation in officially recognized activities and sports.
- L. The student's weight and height if a member of an athletic team.
- M. The student's honors and awards received.
- N. The student's most recently attended educational agency or institution.

Within the first three (3) weeks of each school year the District will publish in a District communication or send home with each student the above list, or a revised list, of the items of directory information designated as directory information. For a student who enrolls after the notice is published, the list will be given to the parent or eligible student at the time and place of enrollment. See Exhibit JR-EB.

After the parents or eligible student have been notified, they will have two (2) weeks to advise the District in writing (a letter to the Superintendent's office) of any or all of the items they refuse to permit the District to designate as directory information about that student.

According to state and federal law if the Governing Board permits the release of directory information relating to students to persons or organizations who inform students of educational or occupational opportunities, then the Governing Board shall provide access to directory information on the same basis to military official recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them.

<u>Refusal to Release Personally</u> <u>Identifiable Information</u>

Directory information shall be released on or before October 31 of each year unless the parent or eligible student requests in writing to the District (a letter to the Superintendent's office within two [2] weeks after notification) not to release directory information to any person or organization without prior signed and dated written consent. The District shall distribute a form, separate from any other form, designed and provided to districts by the Arizona Department of Education allowing pupils students to request that directory information not be released. If the District distributes materials to pupils students through electronic communication or on an internet website, the form may be distributed in the same manner.

A person who is wrongfully denied access to directory information or access to school buildings, school grounds or other property may notify the Department of Education, which shall report the alleged violation to the United States Department of Education. If the parent or eligible student refuses to allow the release of directory information without prior signed and dated written consent, then the District will not provide military recruiters, upon request, directory information containing the student's name, addresses and telephone listings.

<u>Permission to Release Personally</u> Identifiable Information

At the end of the two (2)-week period, if the parent or eligible student has not returned the form indicating refusal to allow the release of directory information, the District will assume it has their permission to release the above-mentioned information. The Governing Board shall provide the student with a transcript release form that allows the student to designate in separate check boxes whether the transcript is to be released to postsecondary institutions, the militia of this state or the armed services of the United States, or to any combination of these entities.

This designation will remain in effect until it is modified by the prior signed and dated written direction of the parent or eligible student. The student's records will be appropriately marked by the records custodian to ensure compliance with the parents' or eligible student's request.

Use of Student Education Records

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The District will use the following criteria to determine who are school officials [34 C.F.R. 99.31]:

- A. A person duly elected to the Board (under limited circumstances).
- B. A person certificated by the state and appointed by the Board to an administrative or supervisory position.
- C. A person certificated by the state and under contract to the Board as an instructor.
- D. A person employed by the Board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of such performance as a substitute.
- E. A person employed by or under contract to the Board to perform a special task, such as a secretary, a clerk, the Board attorney, or auditor, for the period of such performance as an employee or contractor.

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District officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so [34 C.F.R. 99.32]. A "legitimate educational interest" is the person's need to know in order to:

- A. Perform an administrative task required in the school employee's position description approved by the Board.
- B. Perform a supervisory or instructional task directly related to the student's education.
- C. Perform a service or benefit for the student or the student's family, such as health care, counseling, student job placement, or student financial aid.

Records of students placed in special educational programs will be under the direct supervision of the program administration. All persons collecting or using personally identifiable information in records of students determined to be a student with a disability will receive training or instruction regarding Arizona's policies and procedures for the protection of these records at the collection, storage, disclosure, and destruction stages in accordance with FERPA and IDEA [34 C.F.R. 300.623].

The District will maintain for public inspection a current listing of the names and positions of employees who have access to personally identifiable information maintained on students placed in special education [34 C.F.R. 300.623]. When the information maintained in these records is no longer needed to provide educational services to the student, the District will notify the parents of their right to have the personally identifiable information destroyed [34 C.F.R. 300.624]. However, a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed will be maintained [34 C.F.R. 300.624]. Destruction of records will be accomplished in accordance with the requirements of Arizona law and regulations of the Department of Library, Archives, and Public Records [34 C.F.R. 300.623].

The District will release information from or permit access to a student's education records only with a parent's or eligible student's prior signed and dated written consent, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure [34 C.F.R. 99.30, 99.31, 99.34, and 99.37]:

A. When a student seeks or intends to enroll in another school district or a postsecondary school the District will not further notify parents or eligible students prior to such a transfer of records. Parents and student have a right to obtain copies of records transferred under this provision. See Exhibit JR-EC.

- B. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District.
- C. To parties who provide or may provide financial aid to a student to:
 - 1. Establish the student's eligibility for the aid.
 - 2. Determine the amount of financial aid.
 - 3. Establish the conditions for the receipt of the financial aid.
 - 4. Enforce the agreement between the provider and the receiver of financial aid.
- D. If a state law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials.
- E. If a state law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials of the juvenile justice system and the officials certify in writing that the information will not be disclosed to any other party, except as provided under state law, without prior signed and dated written consent of the parent or the eligible student.
- F. When the District has entered into a written agreement or contract for an organization to conduct studies on the District's behalf to develop tests, administer student aid, or improve instruction.
- G. To accrediting organizations to carry out their accrediting functions.
- H. To parents of an eligible student if the parents claim the student as a dependent as defined by the Internal Revenue Code of 1954.
- I. To comply with a judicial order or lawfully issued subpoena. The District will make a reasonable effort to notify the parent or the eligible student before making a disclosure under this provision unless directed otherwise by a court of competent jurisdiction.
- J. To comply with an *ex parte* order from a court of competent jurisdiction requiring the District to permit the U.S. Attorney General or U.S. Attorney General's designee to collect education records in the possession of the District that are relevant to an authorized investigation or prosecution of an offense listed in 18 U.S.C. 2332b(g)(5)(B) for an act of domestic or international terrorism as defined in 18 U.S.C. 2331. An *ex parte* order is an order issued by a court of competent jurisdiction without notice to the adverse party. A disclosure pursuant to an *ex parte* order will not be recorded as a disclosure of information from a student's education records by the District.

- K. If the District initiates legal action against a parent or student, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with the legal action.
- L. If a parent or eligible student initiates legal action against the District, the District may, without a court order or subpoena, disclose the student's education records that are relevant for the District to defend itself.
- M. To comply with the request of authorized law enforcement officials conducting an investigation of acts of terrorism.
- N. The disclosure is in connection with a health or safety emergency. Time is an important and limiting factor in determining whether the disclosure is in connection with a health or safety emergency. The District will permit any school official to make the needed disclosure from student education records in a health or safety emergency if:
 - 1. The official deems the disclosure is warranted by the seriousness of the threat to the health or safety of the student or other persons.
 - 2. The information is necessary and needed to address the emergency.
 - 3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.
- O. The District may release student attendance, disciplinary, and other education records to a law enforcement agency and county attorney pursuant to an intergovernmental agreement between the District, the law enforcement agency, the county attorney, and other state, local, or tribal government agencies to create a local or tribal juvenile justice network for the purpose of:
 - 1. providing appropriate programs and services to intervene with juveniles currently involved in the juvenile justice system.
 - 2. providing appropriate programs and services designed to deter atrisk juveniles from dropping out of school or other delinquent behavior.
 - 3. increasing the safety and security of the community and its children by reducing juvenile crime.
- P. Education records provided pursuant to an intergovernmental agreement entered into in accord with the above provisions shall be used solely for the purposes of the agreement and shall not be disclosed to any other party, except as provided by law.

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A District school official may release information from a student's education records, other than directory information, to a third party if the parent or the eligible student gives prior signed and dated written consent for the disclosure and the third party agrees that the information will not be disclosed to any other party without the prior consent of the parent or eligible student. The signed and dated written consent must include at least:

- A. A specification of the records to be released.
- B. The reasons for the disclosure.
- C. The person or the organization or the class of persons or organizations to whom the disclosure is to be made.
- D. The signature of the parent or eligible student.
- E. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The parent or the eligible student may obtain a copy of any records disclosed under this provision, unless otherwise provided.

Records of Requests for Access and Disclosures Made from Education Records

The District will maintain an accurate record of all requests for it to disclose information from or to permit access to a student's education records, and of information it discloses and access it permits, with some exceptions as listed below. This record will be kept with, but will not be a part of, each student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, or local officials for the purpose of auditing or enforcing federally supported educational programs [34 C.F.R. 99.32]. See Exhibit JR-EE.

The record will include at least:

- A. The name of the person, organization or agency that made the request.
- B. The interest the person, organization or agency had in the information.
- C. The date the person, organization or agency made the request.
- D. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The District will maintain this record as long as it maintains the student's education records. The record will not include requests for access or access granted to:

- A. the parent or eligible student,
- B. authorized law enforcement officials conducting an investigation of acts of terrorism,
- C. school officials who have a legitimate educational interest in the student,
- D. requests for or disclosures of information contained in the student's education records if the request is accompanied by or authorized by the prior signed and dated written consent of the parent or eligible student, or
- E. for requests for or disclosures of directory information designated for that student.

Procedures to Seek to Correct Education Records [34 C.F.R. 99.20 and 99.21]

Parents of students and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading, or in violation of student rights [34 C.F.R. 300.618 and 99.20]. (*Note*: Under the FERPA, the District may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term *incorrect* will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term *correct* will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term *requester* will be used to describe the parent of a student or the eligible student who is asking the District to correct a record.

To establish an orderly process to review and correct education records for a requester, the District may make a decision to comply with the request for change at several levels in the procedure [34 C.F.R. 300.618 and 99.20].

First-level decision. A parent of a student or an eligible student who finds an item in the student's education records that appears to be inaccurate, misleading, or in violation of student rights should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

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If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, the custodian will:

- A. Provide the requester a copy of the questioned record at no cost.
- B. Ask the requester to initiate a written request for the change.
- C. Follow the procedure for a second-level decision.

Second-level decision. The written request to correct a student's education records through the procedure at this level should specify the correction the requester wishes the District to make. It should at least identify the item thought to be incorrect and state whether the requester believes the item:

- A. Is inaccurate and why,
- B. Is misleading and why, or
- C. Violates student rights and why.

The request will be dated and signed by the requester.

Within two (2) weeks after receiving a written request, the record custodian will study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the District's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, a decision is reached that the record should be corrected, the record custodian will affect the change and notify the requester, in writing, of that action. Each such notice will include an invitation for the requester to inspect and review the student's education records to make certain the record is in order and the correction is satisfactory.

If a decision is reached that the record is correct, the custodian will make a written summary of any discussions with other officials and of the findings in the matter. This summary and a copy of the written request will be transmitted to the Superintendent.

Third-level decision. The Superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney or the Board (in executive session unless otherwise requested by parent[s]). The Superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two (2) weeks. If it will take longer, the Superintendent will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the Superintendent decides the record is incorrect and should be changed, the record custodian will be advised to make the changes. The record custodian will advise the requester of the change.

If the Superintendent decides the record is correct, a letter to the requester will be prepared that will include [34 C.F.R. 300.619 and 99.20]:

- A. The District's decision that the record is correct and the basis for the decision.
- B. A notice to the requester explaining the requester's right to ask for a hearing to present evidence that the record is incorrect and that the District will grant such a hearing.
- C. Instructions for the requester to contact the Superintendent to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing. (The District will not be bound by the requester's positions on these items but will, as far as possible, arrange the hearing as the requester wishes.)
- D. Advice that the requester may be represented or assisted in the hearing by other parties, including an attorney, at the requester's expense.

Fourth-level decision. After the requester has submitted (orally or in writing) any wishes concerning the hearing officer and the time and place for the hearing, the Superintendent will, within one (1) week, notify the requester when and where the District will hold the hearing and whom it has designated as the hearing officer [34 C.F.R. 300.621, 99.21, 99.22, and 99.34].

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education records is incorrect as shown in the requester's written request for a change in the record (second level).

Within one (1) week after the hearing, the hearing officer will submit to the Superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit recommendations, based solely on the evidence presented at the hearing, that the record should be changed or should remain unchanged.

The Superintendent will prepare the District's decision within two (2) weeks after the hearing. That decision will be based on the summary of the evidence presented at the hearing and on the hearing officer's recommendation. However, the District's decision will be based solely on the evidence presented at the hearing. Therefore, the Superintendent may overrule the hearing officer if the hearing officer's recommendation is deemed inconsistent with the evidence presented. As a result of the District's decision, the Superintendent will take one (1) of the following actions:

- A. If the decision is that the District will change the record, the Superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester at the second-level decision [34 C.F.R. 300.620 and 99.21].
- B. If the decision is that the District will not change the record, the Superintendent will prepare a written notice to the requester that will include [34 C.F.R. 300.620 and 99.21]:
 - 1. The District's decision that the record is correct and will not be changed.
 - 2. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision.
 - 3. Advice to the requester that an explanatory statement may be placed in the student's education records stating the reasons for disagreement with the District's decision and/or the reasons for believing the record to be incorrect.

Final administrative step in the procedure. When the District receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education records as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record and whenever the questioned part of the record is disclosed the explanatory statement will also be disclosed [34 C.F.R. 300.620 and 99.21].

Annual Notification to Parents Regarding Confidentiality of Student Education Records [34 C.F.R. 300.612]

Dear Parent:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);

Every Student Succeeds Act of 2015 (ESSA);

The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and

Arizona Revised Statutes, Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include - but are not necessarily limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the office of the District under the supervision of the school administrator and are available only to the teachers and staff members working with the student. Upon request, the District discloses education records, including disciplinary records, without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior signed and dated written consent of the parent [34 C.F.R. 99.7]. The signed and dated written consent may be in electronic form under certain conditions [34 C.F.R. 99.30].

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two (2) years after the date your child was last enrolled in this school district.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents who wish to review their children's records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. District personnel will make arrangements for access and notify you of the time and place where the records may be inspected. District personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. You should write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by you, the District will notify you of the decision and advise you of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7]. You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the District to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

Action Item • July 8, 2025	X Action
C.10 Recommendation to Approve the First Reading of Proposed Policy Advisories 866 - 875	Information/Discussion
Submitted by Ms. Nora Ulloa, Superintendent	

RECOMMENDATION:

It is recommended that the Governing Board approve the first reading of the following proposed ASBA Policy Advisories 866-875.

Volume 37, Number 4

No. 866	Policy CA — Administration Goals /Priority Objectives
No. 867	Policy CB — Superintendent
No. 868	Policy CBA — Qualifications and Duties of the Superintendent
No. 869	Policy CBCA — Delegated Authority NEW Regulation CBCA-R — Delegated Authority
No. 870	Policy CBI — Evaluation of Superintendent Exhibit CBI-EA — Evaluation of Superintendent (Districts may choose either CBI-EA or CBI-EB) Exhibit CBI-EB — Evaluation of Superintendent
No. 871	Policy CCB—Line and Staff Relations Regulation CCB-R—Line and Staff Relations
No. 872	Policy CFD — School-Based Management Regulation CFD-R — School-Based Management DELETE Exhibit CFD-E — School-Based Management DELETE Policy CFD — School-Based Management (Version for one [1] school District or < than 600 students)
No. 873	Policy CHD — Administration in the Absence of Policy
No. 874	Policy CK — Administrative Consultants
No. 875	Policy CM — School District Annual Report

BACKGROUND:

The ASBA Policy Advisory states the following in reference to reflection on Section C of the Policy Manual, Section C Revision

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

No. 866	Policy CA — Administration Goals /Priority Objectives Changes made are for clarity; no change has been made to the content. A.R.S. 15-341 has been added as a legal reference
No. 867	Policy CB — Superintendent Changes in language are minor, may versus shall, and will versus shall There is no change to the content of the policy
No. 868	Policy CBA — Qualifications and Duties of the Superintendent Changes to this policy are organizational; items were relocated to coincide with newly added subheadings There is no change to the policy's content.
No. 869	Policy CBCA — Delegated Authority NEW Regulation CBCA-R — Delegated Authority
	Changes in this policy reflect the realignment of information that has been moved from one policy to another. Additions include the addition of E through G as areas of "delegated authority" Additionally ARS 15-806 and 15-341 were added as legal references. include integration of information previously found in Policy CCB into CBCA
No. 870	Policy CBI — Evaluation of Superintendent Exhibit CBI-EA — Evaluation of Superintendent (Districts may choose either CBI-EA or CBI-EB) Exhibit CBI-EB — Evaluation of Superintendent
	Changes made were for clarity and organization. Exceptions to contract acceptance time frames were added per ASRS 15-503, "Contract Acceptance Timeframe." Two evaluation tools are provided for consideration, with the option to select either one CBI - EA or CBI-EB
No. 871	Policy CCB — Line and Staff Relations Regulation CCB-R — Line and Staff Relations
	The content of both this policy and the regulation was integrated into CBCA and CBCA-R (P.A. 870); thus, CCB and CCB-R are no longer needed. Except for relocating the contents, there were no changes to the policy or regulation language.
No. 872	Policy CFD — School-Based Management Regulation CFD-R — School-Based Management DELETE Exhibit CFD-E — School-Based Management
	The appropriate Statutory citation (A.R.S. 15-351) was added, along with an added exception for "small districts," which does not apply to FESD. Policy language in CFD was changed to clarify how policy applies to small districts; with that change, CFD-E and CFD are no longer required.

No. 873	Policy CHD — Administration in the Absence of Policy Legal reference to state statute was removed as that policy language is not specifically referenced in statute.
No. 874	Policy CK — Administrative Consultants The phrase "curricula, physical plant, and other requirements of the District" was added to Policy CK to align with language in A.R.S. 15-343.
No. 875	Policy CM — School District Annual Report An introductory sentence, subheadings, and information regarding the Financial Annual Reports were added to Policy CM for clarity. The section regarding Guaranteed Energy Cost Savings was removed as a District may include the required information in their Annual Report by utilizing the report provided by the qualified provider.

POLICY SERVICES ADVISORY

Volume 37, Number 4 April 2025
Policy Advisory No. 866
Policy Advisory No. 867
Policy Advisory No. 868Policy CBA — Qualifications and Duties of the Superintendent
Policy Advisory No. 869Policy CBCA — Delegated Authority $NEW \qquad \qquad \text{Regulation CBCA-R} \longrightarrow \text{Delegated Authority}$
Policy Advisory No. 870
Policy Advisory No. 871 $DELETE$ Policy CCB — Line and Staff Relations $DELETE$ Regulation CCB-R — Line and Staff Relations
Policy Advisory No. 872
Policy Advisory No. 873
Policy Advisory No. 874
Policy Advisory No. 875 Policy CM — School District Annual Report

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

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POLICY ADVISORY DISCUSSION

Summary

Section C Revision

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

Policy Advisory No. 866

Policy CA — Administration Goals / Priority Objectives

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

Policy Advisory No. 867

Policy CB — Superintendent

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

Policy Advisory No. 868

Policy CBA — Qualifications and Duties of the Superintendent

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

Policy Advisory No. 869

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

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

Policy Advisory No. 870

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

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

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

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

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

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

Policy Advisory No. 873

Policy CHD — Administration in the Absence of Policy

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

Policy Advisory No. 874

Policy CK — Administrative Consultants

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

Policy Advisory No. 875

Policy CM — School District Annual Report

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

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

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

ADVISORY 866

Note: This material is written for informational purposes only, and not as legal

advice. You may wish to consult an attorney for further explanation.

CA © ADMINISTRATION GOALS / PRIORITY OBJECTIVES

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

The Board expects the administration to specialize in:

- A. the processes of dDecision-making and communication;
- B. <u>pP</u>lanning, organizing, implementing, and evaluating educational programs;
- C. the demonstration of Providing educational leadership;
- D. the development <u>Developing</u> and <u>maintenance of maintaining</u> close working relationships and channels of communication within the District and the community;
- E. the minimization of misunderstandings; and F. the development of cooperation toward attaining the Supporting educational goals adopted by the Board.

Adopted:	
LEGAL REF.:	
A.R.S.	
15-321	
<u>15-341</u>	

ADVISORY 867

CB © SUPERINTENDENT

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

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

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

Adopted:	
LEGAL REF.:	
A.R.S.	
15.503	

ADVISORY 868

CBA © QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

(Performance Responsibilities)

Qualifications

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

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

Duties

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

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

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

Education:

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

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

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- B. Supervises methods of teaching, supervision, and administration in effect in the schools.
- C. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means.
- D. Keeps the public informed about modern education practices, educational trends, and the policies, practices, and problems in the District schools.

Management:

- A. Ensures that all activities of the District are conducted in accordance with the laws of the state of Arizona, the regulations of the Arizona Board of Education, and the policies of the Governing Board.
- B. Assumes responsibility for the overall financial planning of the District and for the preparation of the annual budget, and submits submission of it to the Board for review and approval.
- C. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.
- D. Maintains or has maintained adequate records for the schools, including, but not limited to:
 - 1. financial accounts,
 - 2. business and property records,
 - 3. personnel,
 - 4. school population,
 - 5. student records including verifiable documentation of each student's residency in this state in accordance with guidelines and forms adopted by the Arizona Department of Education, and
 - 6. scholastic records.
- E. Provides suitable instructions and regulations to govern the maintenance of District properties.
- F. Provides suitable instructions and regulations to govern the safety and transportation of students.

- G. Assumes responsibility for the use of buildings and grounds.
- H. Recommends the locations and sizes of new school sites and of additions to existing sites; the locations and sizes of new buildings; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.
- I. Oversees the processing and submission of required reports.
- J. Interprets the budget and finances to the community.
- K. Remains current on new legislation and implements laws to the best advantage of the District.

Governing Board:

- A. Attends and participates in all meetings of the Board and its committees, except when excused by the Board.
- B. Takes prompt action to implement all directives of the Board.
- C. Advises the Board on the need for new and/or revised policies.
- D. Provides timely advice to the Board on the implication of changes in statutes or regulations affecting education.
- E. Informs and advises the Board about programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
- F. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such facts, objective information, and reports as are needed to ensure the making of informed decisions.
- G. Develops and implements rules and regulations in keeping with Board policy.
- H. Acts as chief public relations agent for the District.
- I. Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy guidance in the future.

Personnel:

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

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

Adopted:
LEGAL REF.:
A.R.S.
15-503
15-802
38-201
41-1758
A.A.C.
R7-2-603
CROSS REF.:
CBI - Evaluation of Superintendent

ADVISORY 869

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

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CBCA © DELEGATED AUTHORITY

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

- A. To give notice to teachers, pursuant to A.R.S. <u>15-536</u>, of the Board's intention not to offer a teaching contract.
- B. To give notice to teachers, pursuant to A.R.S. <u>15-538.01</u>, of the Board's intention not to offer a teaching contract and to dismiss the teacher.
- C. To give notice to an administrator or certificated school psychologist, pursuant to A.R.S. <u>15-503</u>, of the Board's intention not to offer a new contract.
- D. To issue to teachers, pursuant to A.R.S. <u>15-536</u>, <u>15-538</u>, and <u>15-539</u>, written preliminary notices of inadequacy of classroom performance, reporting such issuance to the Governing Board within ten (10) school days.
- E. To assign any employee to any position in the District for which the employee is qualified. Any reduction or increase in an employee's salary must have Governing Board approval.
- F. To procure goods, services or construction in an amount not to exceed one hundred thousand dollars (\$100,000). All procurement shall comply with the State Board of Education procurement code (School Procurement Code and the Uniform System of Financial Accounting).
- G. To close any or all schools, buildings, or other facilities as permitted by law.
- H. To delegate to others any of the powers and duties specifically assigned to the Superintendent, unless otherwise specifically limited by statue or Board action. The Superintendent shall continue to be responsible to the Board for the satisfactory execution of the delegated power and duties.

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

Adopted:	

LEGAL REF.:

A.R.S.

15-503

15-536

15-538

15-538.01

15-539

15-341

15-806

A.A.C.

R7-2-1007

CBCA-R ©

REGULATION

DELEGATED AUTHORITY

(School Administration)

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

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

- A. A principal is responsible for the operation of the educational program of the school.
- B. A principal is responsible for the supervision and evaluation of the building staff members.
- C. A principal will maintain discipline on the part of personnel and students.
- D. A principal will care for and protect the building, the equipment, the grounds, and other school property.
- E. A principal will maintain school records and prepare reports.
- F. A principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills.
- G. A principal will be responsible for maintaining a close relationship with the community and should interpret the educational program to the citizens of the District.
- H. A principal will, by advanced study, by visits to school systems in other areas, by attendance at educational conferences, and by other means remain well informed relative to modern educational thought and practice.

ADVISORY 870

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

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CBI © EVALUATION OF SUPERINTENDENT

Executive Session

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

Evaluation Process

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

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

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

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

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

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

Contract Modifications

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

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

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

Exception: Override Election

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

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

Adopted:		-	
LEGAL REF.:			
A.R.S.			
15-341			
15-503			
CROSS REF.:			
CBA - Qualifica	ations and Dutie	s of the Superi	ntendent

CBI-EA ©

EXHIBIT

EVALUATION OF SUPERINTENDENT

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

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

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

A Administers the development

A. Education

O S	N	U	X	coordination, maintenance, and evaluation of the educational program, including the special education program.
O S	N	U	X	B. Supervises methods of teaching, supervision, and administration in effect in the schools.
O S	N	U	X	C. Keeps informed of modern educational practices and thought by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means.
O S	N	U	X	D. Keeps the public informed about modern education practices, educational trends, and the policies, practices, and problems in the District schools.

Comments regarding Section A:

В.	B. Management						
	O	s	N	U	X	A. Ensures that all activities of the District are conducted in accordance with the laws of the state of Arizona, the regulations of the Arizona Board of Education, and the policies of the Governing Board.	
	0	s D	N	U	X	B. Assumes responsibility for the overall financial planning of the District and for the preparation of the annual budget, and submits it to the Board for review and approval.	
	0	s	N	U	X	C. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval by the Board.	
	0	·S	N	U	X	D. Maintains or has maintained adequate records for the schools, including financial accounts; business and property records; and personnel, school population, and scholastic records.	
	0	s	N	U -	X	E. Provides suitable instructions and regulations to govern the maintenance of school properties.	
	C	s	N	U	X	F. Provides suitable instructions and regulations to govern the transportation of students.	
[C	s	N	U o	X	G. Assumes responsibility for the use of buildings and grounds.	

0	S	N	U -	X	H. Recommends the locations and sizes of new school sites and of additions to existing sites; the locations and sizes of new buildings; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.
0	S	N	U	X	I. Oversees the processing and
					submission of required reports.
0	s	N	U	X	J. Interprets the budget and
					finances to the community.
0	\mathbf{s}	N	U	X	K. Remains current on new legislation and implements laws to
					the best advantage of the District.

Comments regarding Section B:

C	. G	ove	rni	ng I	Board	
	O	s	N	U	X	A. Attends and participates in all meetings of the Board and its committees, except when excused by the Board.
	0	s	N	U	X	B. Takes prompt action to implement all directives of the Board.
	0	S	N	U	X	C. Advises the Board on the need for new and/or revised policies.
	O _	s -	N	U	X	D. Provides timely advice to the Board on the implication of changes in statutes or regulations affecting education.
	0	s -	N	U	X	E. Informs and advises the Board about programs, practices, and problems of schools, and keeps the Board informed of the activities operating under the Board's authority.
	0	s	N	U	X	F. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such facts, objective information, and reports as are needed to ensure the making of informed decisions.
	O	s	N	U	X	G. Develops and implements rules and regulations in keeping with Board policy.
	0	s	N	U	X	H. Acts as chief public relations agent for the District.

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

0	s	N	U	X

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

Comments regarding Section C:

D. Personnel							
0	s	N	U	X	A. Recommends to the Board the appointment or dismissal of all		
					employees of the District.		
О	\mathbf{S}	N	U	X	B. Ensures that all employees are evaluated in accordance with the		
					schedule established by the Board.		
0	s	N	U	X	C. Determines assignments, defines the duties, and coordinates and directs		
					the work of all employees of the District.		
0	s	N	U	X	D. Recommends all promotions, demotions, and salary changes to the		
					Board.		
О	s	N	U	X	E. Communicates to all employees all actions of the Board relating to personnel matters, and receives from		
					employees all communications to be made to the Board.		

Comments regarding Section D:

Summary:

CBI-EB©

EXHIBIT

EVALUATION OF SUPERINTENDENT SUPERINTENDENT EVALUATION HANDBOOK AND SUPERINTENDENT EVALUATION TOOL

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

To view/access the District's Superintendent Evaluation Tool Guidance Handbook created by ASA/ASBA, <u>click here</u>.

To view/access the District's Superintendent Evaluation Tool created by ASA/ASBA, <u>click here</u>.

ADVISORY 871

CCB© LINE AND STAFF RELATIONS

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

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

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

CCB-R©

REGULATION

LINE AND STAFF RELATIONS

(School Administration)

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

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

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

- A. A principal is responsible for the operation of the educational program of the school.
- B. A principal is responsible for the supervision and evaluation of the building staff members.
- C. A principal will maintain discipline on the part of personnel and students.
- D. A principal will care for and protect the building, the equipment, the grounds, and other school property.
- E. A principal will maintain school records and prepare reports.
- F. A principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills.
- G. A principal will be responsible for maintaining a close relationship with the community and should interpret the educational program to the citizens of the District.
- H. A principal will, by advanced study, by visits to school systems in other areas, by attendance at educational conferences, and by other means remain well informed relative to modern educational thought and practice.

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ADVISORY 872

CFD © SCHOOL - BASED MANAGEMENT

(School Councils)

Establishment

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

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

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

Purpose

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

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

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

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

Membership

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

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

Selection

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

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

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

Adopted:
LEGAL REF.:
A.R.S.
15-351
15-352
43-1089.01
A.G.O.
I99-018
CROSS REF.:
BDD - Board-Superintendent Relationship
CBCA – Delegated Authority
CCB - Line and Staff Relations

CFD-R ©

REGULATION

SCHOOL - BASED MANAGEMENT

(School Councils)

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

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

Role and Responsibility of the School Council

The council:

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

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

Proposal Outline

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

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

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

- 1. To increase the efficiency and effectiveness of the school.
- 2. To increase academic achievement for "all" students.
- E. Provision of a dissemination plan.
- F. Provision of a monitoring plan.

Conflict Resolution

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

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

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

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

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

Requests for Additional Authority

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

- A. The principal's statement of support.
- B. Motion of the council to request additional authority and vote count.
- C. Specific authority requested and reason for request, analyzing how the request will improve the program for all children.
- D. Possible impact of additional authority on personnel use and cost of programs to be improved.
- E. Suggested date of termination of authority unless reapproved by the Governing Board

CFD-E©

EXHIBIT

SCHOOL - BASED MANAGEMENT SCHOOL COUNCILS

Remove per PA 872 - April 2025

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

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

$\begin{array}{c} \mathbf{CFD} \ @ \\ \mathbf{SCHOOL} - \mathbf{BASED} \ \mathbf{MANAGEMENT} \end{array}$

(School Councils)

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

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

Adopted: November 20, 2005

LEGAL REF.:

A.R.S.

15-351

15 352

43 1089.01

A.G.O.

I99 018

CROSS REF .:

BDD Board Superintendent Relationship

CCB Line and Staff Relations

ADVISORY 873

CHD © ADMINISTRATION IN THE ABSENCE OF POLICY

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

Adopted: _		
LEGAL RE A.R.S.	F.:	
$\frac{15-321}{}$		

ADVISORY 874

CK © ADMINISTRATIVE CONSULTANTS

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

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

ADVISORY 875

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

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CM © SCHOOL DISTRICT ANNUAL REPORT

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

Academic Annual Report

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

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

Guaranteed Energy Cost Saving Contract Annual Reports

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

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

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

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

Financial Annual Report

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

Adopted:	
TROAL DEE.	
LEGAL REF.:	
A.R.S.	
15-213.01	
15-215	
15-341	
15-904	

CROSS REF.:

DBF - Budget Hearings and Reviews/Adoption Process

DIC - Financial Reports and Statements

Action Item • July 8, 2025	X Action
C.11 Recommendation to Approve the First Readin Proposed Policy Advisories 876 - 905	ng of Information/Discussion
Submitted by Ms. Nora Ulloa, Superintendent	

RECOMMENDATION:

It is recommended that the Governing Board approve the first reading of the following proposed ASBA Policy Advisories 876-905.

Volume 37, Number 5

No. 876	Policy DA — Fiscal Management Goals / Priority Objectives
No. 877	Policy DB — Annual Budget NEW Regulation DB-R — Annual Budget: Schedule, Preparation/Planning, Format, and Posting/Submission
No. 878	Policy Advisory No. 878 DELETED Policy DBC — Budget Planning, Preparation, and Schedules DELETED Regulation DBC-R—Budget Planning, Preparation, and Schedules
No. 879	Policy DBF — Budget Hearings and Reviews /Adoption Process
No. 880	DELETED Policy DBI — Budget Implementation
No. 881	Policy DBJ — Budget Transfers
No. 882	Policy DD — Funding Proposals, Grants, and Special Projects Exhibit DD-E — Funding Proposals, Grants, and Special Projects
No. 883	DELETED Policy DDA — Funding Sources Outside the School System
No. 884	DELETED Policy DEC — Funding from Federal Tax Sources
No. 885	Policy DFA — Revenues from Investments
No. 886	DELETED Policy DFB — Revenues from School-Owned Real Estate
No. 887	DELETED Policy DFD — Gate Receipts and Admissions
No. 888	Policy DG — Banking Services
No. 889	DELETED-Policy DGA — Authorized Signatures
No. 890	DELETED Policy DGA — Authorized Signatures
No. 891	Policy DGD — Credit Cards
No. 892	Policy DI — Fiscal Accounting and Reporting
No. 893	Policy DIA — Accounting System

No. 894	Policy DIB — Types of Funds / Revolving Funds	
No. 895	Policy DIC — Financial Reports and Statements	
No. 896	DELETED Policy DICA Budget Format	
No. 897	Policy DID — Inventories Regulation DID-R — Inventories	
No. 898	Policy DIE — Audits / Financial Monitoring Regulation DIE-R — Audits / Financial Monitoring	
No. 899	Policy DJ — Purchasing	
No. 900	Policy DJE — Bidding / Purchasing Procedures Regulation DJE-R — Bidding / Purchasing Procedures	•
No. 901	Policy DJG — Vendor / Contractor Relations Regulation DJG-R — Vendor / Contractor Relations	
No. 902	DELETED Policy DJGA — Sales Calls and Demonstrations DELETED Regulation DJGA-R — Sales Calls and Demonstrations	
No. 903	Policy DK — Payment Procedures Exhibit DK-EA — Payment Procedures NEW Exhibit DK-EB — Payment and Payroll Procedures	_
No. 904	DELETED Policy DKA — Payroll Procedures / Schedules	"
No. 905	Policy DN — School Properties Disposition	

BACKGROUND:

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

To: Governing Board Members

From: Nora Ulloa

Subject: Supporting Documentation for C. 11 Policy Advisories 876-905

Date: July 2, 2025

No. 876	Policy DA — Fiscal Management Goals / Priority Objectives Minor edits were made to the policy language to reflect current best practices. The title was also updated to Fiscal Management Goals (removing Priority Objectives), as the list included in Policy DA reflects broad outcomes and aspirations.
No. 877	Policy DB — Annual Budget DB now includes language from policies DBC & DICA (which were removed from the Policy Manual). Other changes include updates for readability, as well as current references to A.R.S. statutes. NEW Regulation DB-R — Annual Budget: Schedule, Preparation/Planning, Format, and Posting/Submission
No. 878	DELETED Policy DBC — Budget Planning, Preparation, and Schedules Language in Policy DBC was moved to Policy DB under the heading Schedule; therefore, Policy DBC was removed from the model manual. DELETED Regulation DBC-R — Budget Planning, Preparation, and Schedules Regulation DBC-R was recodified as Regulation DB-R; therefore, Regulation DBC-R was removed from the model manual.
No. 879	Policy DBF — Budget Hearings and Reviews /Adoption Process The first paragraph in Policy DBI was moved to Policy DBF under the heading Implementation; therefore, Policy DBI was removed from the model manual. Headings were also added for clarity, and the title was updated to "Budget Process, Adoption, and Implementation" to align with the policy content.
No. 880	DELETED Policy DBI — Budget Implementation The Language in Policy DBI was moved to Policy DBF under the heading "Implementation"; therefore, Policy DBI was removed from the model manual.
No. 881	Policy DBJ — Budget Transfers Headings were added for clarity, and "Reconciliation and" was added to the policy title to align with the content (current title: Budget Reconciliation and Transfers).
No. 882	Policy DD — Funding Proposals, Grants, and Special Projects Language in Policies DDA and DEC were moved to Policy DD; therefore, Policies DDA and DEC were removed from the model manual. Headings were also added for clarity, and the title of the policy and its accompanying exhibit were updated to "Budget Funding Sources" to align with the content. A.R.S. 15-991 was added to the Legal References as it pertains to Impact Aid Exhibit DD-E — Funding Proposals, Grants, and Special Projects
No. 883	DELETED Policy DDA — Funding Sources Outside the School System Language in Policy DDA was moved to Policy DD under the heading Funding Sources Outside the School System; therefore, Policy DDA was removed from the model manual.
No. 884	DELETED Policy DEC — Funding from Federal Tax Sources Language in Policy DEC was moved to Policy DD under the heading Funding From Federal Tax Sources (Impact Aid Program); therefore, Policy DEC was removed from the model manual
No. 885	Policy DFA — Revenues from Investments Language in Policies DFB, DFD, and DFF was moved to Policy DFA; therefore, Policies DFB, DFD, and DFF were removed from the model manual. Headings were also added for clarity, and the policy title was updated to "Revenues and Income" to align with the policy content. In addition, compliance language was expanded (e.g., permitted and prohibited fundraisers) under the heading Student Activity Income to assist Districts.
No. 886	DELETED Policy DFB — Revenues from School-Owned Real Estate P.A. 876-905, Page 1 of 3

3	Language in Policy DFB was moved to Policy DFA under the heading School-Owned Real Estate; therefore, Policy DFB was removed from the model manual. Information under 'Student Activities Income' was updated, and 'Career and Technical Education' was added to provide additional guidance. Legal References were also updated.
No. 887	DELETED Policy DFD— Gate Receipts and Admissions The language in Policy DFD was moved to Policy DFA under the heading "Gate Receipts and Admissions"; Policy DFD was removed from the model manual.
No. 888	Policy DG — Banking Services Language in Policy DFF was moved to Policy DFA under the heading School Sales and Services; Policy DFF was removed from the model manual.
No. 889	DELETED Policy DGA— Authorized Signatures Language in Policy DGA was moved to Policy DG; therefore, Policy DGA was removed from the model manual. Headings were also added for clarity, and the policy title was updated to "Banking Services and Authorized Signatures" to align with the policy content. The language in Policy DGA was moved to Policy DG under the heading "Authorized Signatures"; Policy DGA was removed from the model manual.
No. 890	DELETED Policy DGA — Authorized Signatures Language in Policy DFF was moved to Policy DFA under the heading School Sales and Services; Policy DFF was removed from the model manual.
No. 891	DGD — Credit Cards Policy DGD included a minor reorganization (the Definition portion of the policy was relocated to the top of the document).
No. 892	Policy DI — Fiscal Accounting and Reporting Language in Policy DIA was moved to Policy DI; therefore, Policy DIA was removed from the model manual. Headings were also added for clarity.
No. 893	No. 893 Policy DIA — Accounting System Language in Policy DIA was moved to Policy DI under the heading Accounting System; therefore, Policy DIA was removed from the model manual.
No. 894	Policy DIB — Types of Funds / Revolving Funds Policy DIB includes a title change only: Revolving and Auxiliary Funds.
No. 895	No. 895 Policy DIC — Financial Reports and Statements Headings were added for clarity.
No. 896	DELETED Policy DICA — Budget Format Language in Policy DICA was moved to Policy DB under the heading "Format" and the first paragraph under the heading "Posting and Submission"; therefore, Policy DICA was removed from the model manual.
No. 897	Policy DID — Inventories Regulation DID-R — Inventories The Stewardship List in Policy DID was updated to align with language in the Uniform System of Financial Records, and information regarding Equipment Inventory and Supplies inventory lists were included for additional guidance. Regulation DID-R, & the following sentence was moved to the first paragraph: "The copy of the complete inventory shall be on file in the office of the business manager" for clarity.
No. 898	Policy DIE — Audits / Financial Monitoring Headings were added to the Policy DIE for clarity Regulation DIE-R — Audits / Financial Monitoring Headings added to DIE-R clarity. Additionally, Section A was updated to \$700,000, and Section B was revised to \$750,000 to align with the USFR and the Auditor General.
No. 899	No. 900 Policy DJE — Bidding / Purchasing Procedures P.A. 876-905, Page 2 of 3

	· · · · · · · · · · · · · · · · · · ·
	Information in Policy DJE and Regulation DJE-R was reorganized, and headings were added for efficiency and clarity. In addition, "veteran-owned businesses" was added to Policy DJE to align with language in 2 C.F.R. 200.321, and Purchases from District Employees and Purchases from District Board Members were added under the heading Purchasing for additional guidance as provided per USFR. Regulation DJE-R — Bidding / Purchasing Procedures Regulation DJER includes updated A.A.C. references & further guidance as per USFR.
No. 900	Information in Policy DJE and In addition, "veteran-owned businesses" was added to Policy DJE to align with language in 2 C.F.R. 200.321, and Purchases from District Employees and Purchases from District Board Members were added under the heading Purchasing for additional guidance as provided per USFR. Regulation DJE-R has been reorganized, and headings have been added for clarity. Regulation DJER includes updated A.A.C. references & further guidance as per USFR.
No. 901	Policy DJG — Vendor / Contractor Relations Language in Policy DJGA was moved to Policy DJG; therefore, Policy DJGA was removed from the model manual. In addition, the policy and regulation titles were updated to 'Vendor/Contractor' and 'Sales Calls Requirements' to align with the content. Language from Policy DJGA was moved to Policy DJG under the heading Sales Calls and Demonstrations Requirements. Regulation DJG-R — Vendor / Contractor Relations Regulation DJG-R, a heading was added, and the first sentence was removed for clarity. Regulation DJGA-R was removed from the model manual, as this information is addressed in Policy DJG.
No. 902	DELETED Policy DJGA — Sales Calls and Demonstrations DELETED Regulation DJGA R — Sales Calls and Demonstrations
No. 903	Policy DK — Payment Procedures Language in Policy DKA was moved to Policy DK; therefore, Policy DKA was removed from the model manual (minor edits were made to the original language for clarity). Headings were also added, and the titles for the policy and exhibits were updated to Payment and Payroll Procedures to align with the content. Exhibit DK-EA — Payment Procedures NEW Exhibit DK-EB — Payment and Payroll Procedures Exhibit DK-E was recodified as DK-EA, and Exhibit DKA-E was recodified as DK-EB.
No. 904	DELETED Policy DKA — Payroll Procedures / Schedules Language in Policy DKA was moved to Policy DK under the heading Payment and Payroll Procedures; therefore, Policy DKA was removed from the model manual. Exhibit DKA-E was recodified as DK-EB; DKA-E was removed from the model manual.
No. 905	Policy DN — School Properties Disposition Information pertaining to Competitive Sealed Bidding was removed from Policy DN, as this information is provided in Policy DJE and its accompanying Regulation DJER.

POLICY SERVICES ADVISORY

Volume 37, Number 5 May 2025
Policy Advisory No. 876
Policy Advisory No. 877
NEW Regulation DB-R — Annual Budget: Schedule, Preparation/Planning, Format, and Posting/Submission
Policy Advisory No. 878 DELETED Policy DBC — Budget Planning, Preparation, and Schedules
DELETED Regulation DBC-R — Budget Planning, Preparation, and Schedules
Policy Advisory No. 879Policy DBF — Budget Hearings and Reviews / Adoption Process
Policy Advisory No. 880 DELETED Policy DBI — Budget Implementation
Policy Advisory No. 881Policy DBJ — Budget Transfers
Policy Advisory No. 882
Policy Advisory No. 883
Policy Advisory No. 884
Policy Advisory No. 885Policy DFA — Revenues from Investments
Policy Advisory No. 886 DELETED Policy DFB — Revenues from School – Owned Real Estate

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Policy Advisory No. 887
Policy Advisory No. 888
Policy Advisory No. 889 Policy DG — Banking Services
Policy Advisory No. 890
Policy Advisory No. 891
Policy Advisory No. 892Policy DI — Fiscal Accounting and Reporting
Policy Advisory No. 893
Policy Advisory No. 894Policy DIB — Types of Funds / Revolving Funds
Policy Advisory No. 895
Policy Advisory No. 896
Policy Advisory No. 897
Policy Advisory No. 898
Policy Advisory No. 899
Policy Advisory No. 900
Policy Advisory No. 901Policy DJG — Vendor / Contractor Relations Regulation DJG-R — Vendor / Contractor Relations
Policy Advisory No. 902
DELETED Regulation DJGA-R — Sales Calls and Demonstrations
Policy Advisory No. 903

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DELETED Exhibit DKA-E — Payroll Procedures /

Schedules

Policy Advisory No. 905......Policy DN — School Properties Disposition

POLICY ADVISORY DISCUSSION

Summary

Section D Revision

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

Policy Advisory No. 876

Policy DA — Fiscal Management Goals / Priority Objectives

Minor edits were made to the policy language to reflect current best practices; the title was also updated to *Fiscal Management Goals* (removing *Priority Objectives*) as the list included in Policy DA reflects broad outcomes/aspirations.

Policy Advisory No. 877

Policy DB — Annual Budget
NEW Regulation DB-R — Annual Budget:
Schedule Preparation/Planning,
Format, and Posting/Submission

Language in Policies DBC and DICA was moved to Policy DB; therefore, Policies DBC and DICA were removed from the model manual. Headings were also added for updated title to AnnualBudget: Schedule. clarity. and the was Preparation/Planning, Format, and Posting/Submission to align with policy content. In addition, information regarding desegregation funding was included per A.R.S. 15-910, and submission information was included per A.R.S. 15-905. The list under the heading Format was updated to align with requirements in A.R.S. 15-903, and Legal References were also updated. Newly created Regulation DB-R contains content from Regulation DBC-R; therefore, DBC-R was removed from the model manual. Headings were added for clarity, and language was revised to include additional guidance from the USFR and statute.

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Policy Advisory No. 878

DELETED Policy DBC — Budget Planning,
Preparation, and Schedules
DELETED Regulation DBC-R — Budget Planning,
Preparation, and Schedules

Language in Policy DBC was moved to Policy DB under the heading *Schedule*; therefore, Policy DBC was removed from the model manual. Regulation DBC-R was recodified as Regulation DB-R; therefore, Regulation DBC-R was removed from the model manual.

Policy Advisory No. 879

Policy DBF — Budget Hearings and Reviews / Adoption Process

The first paragraph in Policy DBI was moved to Policy DBF under the heading Implementation; therefore, Policy DBI was removed from the model manual. Headings were also added for clarity, and the title was updated to Budget Process, Adoption and Implementation to align with policy content.

Policy Advisory No. 880

DELETED Policy DBI — Budget Implementation

Language in Policy DBI was moved to Policy DBF under the heading *Implementation*; therefore, Policy DBI was removed from the model manual.

Policy Advisory No. 881

Policy DBJ — Budget Transfers

Headings were added for clarity, and "Reconciliation and" was added to the policy title to align with content (current title – *Budget Reconciliation and Transfers*).

Policy Advisory No. 882

Policy DD — Funding Proposals, Grants, and Special Projects Exhibit DD-E — Funding Proposals, Grants, and Special Projects

Language in Policies DDA and DEC were moved to Policy DD; therefore, Policies DDA and DEC were removed from the model manual. Headings were also added for clarity, and the title to the policy and accompanying exhibit was updated to *Budget Funding Sources* to align with content. A.R.S. 15-991 was added to the Legal References as it pertains to Impact Aid.

Policy Advisory No. 883

DELETED Policy DDA — Funding Sources Outside the School System

Language in Policy DDA was moved to Policy DD under the heading Funding Sources Outside the School System; therefore, Policy DDA was removed from the model

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manual.

Policy Advisory No. 884

DELETED Policy DEC — Funding from Federal Tax Sources

Language in Policy DEC was moved to Policy DD under the heading Funding From Federal Tax Sources (Impact Aid Program); therefore, Policy DEC was removed from the model manual.

Policy Advisory No. 885

Policy DFA — Revenues from Investments

Language in Policies DFB, DFD, and DFF was moved to Policy DFA; therefore, Policies DFB, DFD, and DFF were removed from the model manual. Headings were also added for clarity, and the policy title was updated to *Revenues and Income* to align with policy content. In addition, compliancy language was expanded (e.g., permitted and prohibited fundraisers) under the heading *Student Activity Income* to assist Districts.

Policy Advisory No. 886

DELETED Policy DFB — Revenues from School – Owned Real Estate

Language in Policy DFB was moved to Policy DFA under the heading *School-Owned Real Estate*; therefore, Policy DFB was removed from the model manual. Information under *Student Activities Income* was updated and *Career and Technical Education* was added to provide additional guidance. Legal References were also updated.

Policy Advisory No. 887

DELETED Policy DFD — Gate Receipts and Admissions

Language in Policy DFD was moved to Policy DFA under the heading *Gate Receipts* and *Admissions*; therefore, Policy DFD was removed from the model manual.

Policy Advisory No. 888

DELETED Policy DFF — Income from School Sales and Services

Language in Policy DFF was moved to Policy DFA under the heading School Sales and Services; therefore, Policy DFF was removed from the model manual.

Policy Advisory No. 889

Policy DG — Banking Services

Language in Policy DGA was moved to Policy DG; therefore, Policy DGA was removed from the model manual. Headings were also added for clarity, and the policy title was updated to *Banking Services and Authorized Signatures* to align with policy content.

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Policy Advisory No. 890

DELETED Policy DGA — Authorized Signatures

Language in Policy DGA was moved to Policy DG under the heading Authorized Signatures; therefore, Policy DGA was removed from the model manual.

Policy Advisory No. 891

Policy DGD — Credit Cards

Policy DGD included a minor reorganization (the *Definition* portion of the policy was relocated to the top of the document).

Policy Advisory No. 892

Policy DI — Fiscal Accounting and Reporting

Language in Policy DIA was moved to Policy DI; therefore, Policy DIA was removed from the model manual. Headings were also added for clarity.

Policy Advisory No. 893

DELETED Policy DIA — Accounting System

Language in Policy DIA was moved to Policy DI under the heading *Accounting System*; therefore, Policy DIA was removed from the model manual.

Policy Advisory No. 894

Policy DIB — Types of Funds / Revolving Funds

Policy DIB includes a title change only: Revolving and Auxiliary Funds.

Policy Advisory No. 895

Policy DIC — Financial Reports and Statements

Headings were added for clarity.

Policy Advisory No. 896

DELETED Policy DICA — Budget Format

Language in Policy DICA was moved to Policy DB under the heading *Format* and the first paragraph under the heading *Posting and Submission*; therefore, Policy DICA was removed from the model manual.

Policy Advisory No. 897

Policy DID — Inventories Regulation DID-R — Inventories

The Stewardship List in Policy DID was updated to align with language in the Uniform System of Financial Records, and information regarding Equipment Inventory and Supplies inventory lists were included for additional guidance. Headings were added to Regulation DID-R, and the following sentence was moved to the first paragraph: "The copy of the complete inventory shall be on file in the office of the business manager" for clarity.

Policy Advisory No. 898

Policy DIE — Audits / Financial Monitoring

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Regulation DIE-R — Audits / Financial Monitoring

Headings were added to the Policy DIE and Regulation for DIE-R clarity. In addition, Section A was updated to \$700,000 and Section B was updated to \$750,000 to align with the USFR and Auditor General.

Policy Advisory No. 899

Policy DJ — Purchasing

To provide additional clarity, Policy DJ includes the following minor edits: headings were added, additional Legal References were provided, title was updated to *Purchasing Ethics*, subtitle was removed, and one sentence was revised under the heading *Definitions*.

Policy Advisory No. 900

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

Information in Policy DJE and Regulation DJE-R was reorganized and headings were added for efficiency and clarity. In addition, "veteran-owned businesses" was added to Policy DJE to align with language in 2 C.F.R. 200.321, and *Purchases from District Employees* and *Purchases from District Board Members* were added under the heading *Purchasing* for additional guidance as provided per USFR. Regulation DJE-R includes updated A.A.C. references and additional guidance as provided per USFR.

Policy Advisory No. 901

Policy DJG — Vendor / Contractor Relations Regulation DJG-R — Vendor / Contractor Relations

Language in Policy DJGA was moved to Policy DJG; therefore, Policy DJGA was removed from the model manual. In addition, the policy and regulation titles were updated to *Vendor/Contractor and Sales Calls Requirements* to align with content. In Regulation DJG-R, a heading was added, and the first sentence was removed for clarity.

Policy Advisory No. 902

DELETED Policy DJGA — Sales Calls and
Demonstrations
DELETED Regulation DJGA-R — Sales Calls and
Demonstrations

Language from Policy DJGA was moved to Policy DJG under the heading Sales Calls and Demonstrations Requirements; therefore, Policy DJGA was removed from the model manual. Regulation DJGA-R was removed from the model manual as this information is addressed in Policy DJG.

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

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Policy Advisory No. 903

Policy DK — Payment Procedures Exhibit DK-EA — Payment Procedures NEW Exhibit DK-EB — Payment and Payroll Procedures

Language in Policy DKA was moved to Policy DK; therefore, Policy DKA was removed from the model manual (minor edits were made to original language for clarity). Headings were also added, and the titles for the policy and exhibits were updated to Payment and Payroll Procedures to align with content. In addition, Exhibit DK-E was recodified as DK-EA, and Exhibit DKA-E was recodified as DK-EB.

Policy Advisory No. 904

DELETED Policy DKA — Payroll Procedures /
Schedules

DELETED Exhibit DKA-E — Payroll Procedures /
Schedules

Language in Policy DKA was moved to Policy DK under the heading *Payment and Payroll Procedures*; therefore, Policy DKA was removed from the model manual. Exhibit DKA-E was recodified as DK-EB; therefore, DKA-E was removed from the model manual.

Policy Advisory No. 905 Policy DN — School Properties Disposition

Information pertaining to Competitive Sealed Bidding was removed from Policy DN as this information is provided in Policy DJE and its accompanying Regulation DJE-R.

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.

ADVISORY 876

DA © FISCAL MANAGEMENT GOALS / PRIORITY OBJECTIVES

The Governing Board recognizes that money and its management constitute the have foundational effects on of the entire school program School District operations. To make that fiscal management support as effective as possible, the Board intends to:

- A. Encourage short- and long range planning through the best possible budgeting procedures Ensure budget development aligns with the strategic direction/plan.
- B. Explore all practical and legal sources of monetary income revenue.
- C. Guide <u>and monitor</u> the expenditure of funds to achieve the greatest educational returns <u>successful student</u> outcomes.
- D. Require maximum <u>effectiveness</u>, <u>efficiency and transparency</u> in accounting and reporting procedures.
- E. Maintain, within budget limits, a level of per-student expenditure needed to that provides high quality education for the needs of all students.

Adopted:	

ADVISORY 877

DB © ANNUAL BUDGET: SCHEDULE, PREPARATION / PLANNING, FORMAT, AND POSTING / SUBMISSION

Schedule

Each school year the Superintendent shall prepare and disseminate a budget preparation schedule to accomplish all required budgetary actions for the following school year. This schedule will, at a minimum, provide specific dates for the accomplishment of all state-mandated actions.

Preparation and Planning

The Superintendent is directed to formulate the annual budget, considering at all times that resources must be utilized to produce the most positive effect on the student's opportunity to gain an education.

The Superintendent shall be responsible for reviewing budgetary requests, providing guidelines and limitations, and presenting the proposed budgets and documentation necessary for Board study, review, and action.

The Governing Board shall be informed if the proposed budget could require an increase in the primary property tax levy of the District over the preceding year's tax levy.

If the District receives desegregation funding, a desegregation budget shall be prepared and submitted using relevant forms from the Auditor General.

Format

The District shall utilize the budget format prepared and prescribed by the Superintendent of Public Instruction in conjunction with the Auditor General. The budget format is designed to allow school districts to plan and provide in detail for the use of available funds.

The budget format as specified in A.R.S. 15-903 shall contain the following information. The School District shall prominently post on its website home page, separately from its budget, Items B through E below:

- A. A statement identifying proposed pupil-teacher ratios and pupil-staff ratios relating to the provision of special education services for the budget year.
- B. The prominent display of the average salary of all teachers employed by the School District for the current year.
- C. The prominent display of the average salary of all teachers employed by the School District for the previous year.

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- D. The prominent display of the dollar increase in the average salary of all teachers employed by the School District for the current year.
- E. The prominent display of the percentage increase in the average salary of all teachers employed by the School District for the current year.

The District may want to include the additional categories of Instructional Support and Student Support alongside the dollars in the classroom number as the intention of the report is to provide a more comprehensive representation of the percentage of District dollars spent that directly impacted teaching and student learning.

Posting and Submission

Adopted: _____

The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the Auditor General.

The District shall submit this annual expenditure budget to the Arizona Department of Education (ADE) and shall utilize the relevant forms and instructions from the Auditor General.

LEGAL REF.:
A.R.S.
<u>15-271</u>
<u>15-302</u>
<u>15-481</u>
15 821
<u>15-824</u>
<u>15-903</u>
15-905
15-905.01
15-910
<u>15-977</u>
<u>15-991</u>
15-2201
41-1279.03
CROSS REF.:
CM - School District Annual Report
DB-R - Annual Budget: Schedule, Preparation/Planning, Format and
-
Posting/Submission
DBF - Budget Process, Adoption and Implementation

DIC - Financial Reports and Statements

DIE - Audits/Financial Monitoring

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

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DB-R ©

REGULATION

ANNUAL BUDGET: SCHEDULE, PREPARATION / PLANNING, FORMAT, AND POSTING / SUBMISSION

The business manager will prepare a schedule of budget deadlines for presentation to the Superintendent each year. This schedule will cover all actions necessary to prepare the budget for the following school year.

The following items may be included in the recommended budget schedule:

- A. Specific date for receipt of unit budgets from administrators.
- B. Date for initial meeting on the budget with appropriate staff members.
- C. Date(s) for student membership and attendance reports.
- D. Date(s) for estimates on the maintenance and operations and capital budgets.
- E. Date for completion of employee compensation consideration(s).
- F. Date for preparing financial projections for all categories and subcategories to be included in the proposed budget(s) for the ensuing fiscal year.
- G. Date for determining if the proposed budget(s) is (are) in excess of the District's Truth in Taxation base limit [A.R.S. 15-905.01].
 - 1. When the base limit is exceeded, or the District plans to levy any amount for adjacent ways projects or liabilities in excess of the School District budget, a decision must be made whether to publish the truth in taxation notice separately or in combination with the proposed budget or budget summary.
 - 2. Either publication procedure requires publication of at least ten (10) days but not more than twenty (20) days prior to the truth in taxation hearing.
 - 3. The truth in taxation hearing may be held in conjunction with the proposed budget hearing.

- H. Proposed Budget: The Governing Board shall not later than July 5 and not less than ten (10) days before:
 - 1. Publish or mail to each household in the District a copy of the proposed budget or a summary of the proposed budget for consideration of the residents or taxpayers of the District, and a notice of the public hearing and Board meeting.
 - 2. Furnish to the Superintendent of Public Instruction and County School Superintendent, in electronic format, the proposed budget and summary of proposed budget for the budget year.
 - 3. Submit to the Department of Education the proposed budget which shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.
- I. Budget Adoption: The Governing Board shall not later than July 15 and not less than ten (10) days after posting or mailing the notice of the public hearing and Board meeting:
 - 1. Conduct the public hearing and present the proposed budget to the persons attending the hearing, and

If a truth in taxation hearing is required it must be conducted prior to the budget hearing.

- 2. Immediately following the public hearing, the President shall call the Governing Board meeting to order for the purpose of adopting the budget.
- J. Adopted Budget: Not later than July 18:
 - 1. The adopted budget shall be submitted electronically to the Superintendent of Public Instruction.
 - 2. The adopted budget shall be submitted to the Department of Education. The Department shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.

- K. Publishing: The Governing Board must do one of the following and provide notice of the public hearing and Board meeting to adopt the budget no later than ten (10) days prior to the meeting to adopt the budget:
 - 1. Posting to ADE's Website: Districts that have a website are required to follow the website requirements above and may choose to meet the publication requirement for the proposed budget by electronically uploading the Hearing Notification and Summary via the School Finance Budget System to ADE for posting on ADE's website. If the budget or proposed budget and notice are posted on a website maintained by the department of education or mailed, the Board shall file an affidavit with the Superintendent of Public Instruction within thirty (30) days after the mailing or the date that the information is posted on the website.
 - 2. Publishing in a newspaper: Print the proposed budget or Summary and Hearing Notification in at least eight (8)-point type in a newspaper of general circulation within the District. The publisher's affidavit of newspaper publication must be filed with the Superintendent of Public Instruction within thirty (30) days of the publication. To meet this requirement, districts should scan and e-mail the affidavit to SFBudgetTeam@azed.gov.
 - 3. Mailing: Mail the proposed budget or Summary and Hearing Notification to each household in the District. An affidavit or other documentation of mailing must be filed with the Superintendent of Public Instruction within thirty (30) days of mailing. To meet this requirement, districts should scan and email the affidavit to SFBudgetTeam@azed.gov

L. Override Election:

- 1. When applicable, dates pursuant to A.R.S. §§ 15-481-15-482, as applicable.
- 2. Date for budget hearing on following year's budget.
 - a. At least ninety (90) days before a proposed override election (first [1st] Tuesday following the first [1st] Monday in November, order override election to present proposed override budget to electors. Must also prepare alternate budget without override increase in event voters reject the proposed override budget.
 - b. At least thirty-five (35) days before override election, mail or distribute to households where qualified electors reside the informational report prepared by County School Superintendent.

c. When a determination is made to cancel the override election, the request must be made to the County School Superintendent at least eighty (80) days before the override election date.

M. Annual Financial Report:

- 1. Not later than October 15 of each year the Governing Board shall:
 - a. Prepare and distribute the annual financial report for the prior fiscal year.
 - b. Provide a copy of the financial report to the County School Superintendent.
 - c. Electronically submit a copy of the financial report to the State Superintendent of Public Instruction.
 - d. Submit a copy of the annual financial report for the prior fiscal year to the Department of Education. The Department shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.
- 2. Not later than November 15 of each year the Governing Board shall publish the annual financial report:
 - a. In a newspaper of general circulation within the School District, or
 - b. In the official newspaper of the county as defined in A.R.S. 11-255, or
 - c. By mailing a copy to each household in the District, or
 - d. By electronic transmission of the information to the Department of Education for posting on the Department's website (if the Board chooses this option the School District shall post a link on the District's website to the report on the Department's website).

All forms and technical requirements for each respective form shall be as prescribed in A.R.S. 15-904.

DBC© BUDGET PLANNING, PREPARATION, AND SCHEDULES

Remove per PA 878 - May 2025 (Merged with Policy DB.)

legal advice. You may wish to consult an attorney for further explanation.

DBC-R-©

REGULATION

BUDGET PLANNING, PREPARATION, AND SCHEDULES

Remove per PA 878 - May 2025 (Merged with New Regulation DB-R.)

DBF © BUDGET HEARINGS AND REVIEWS / ADOPTION PROCESS, ADOPTION AND IMPLEMENTATION

Process

At least Within ten (10) days before and not later than July 5, the Governing Board shall publish notice of the public hearing and Board meeting to be held no later than July 15 to present the proposed budget for consideration of the residents or taxpayers of the District and shall submit the proposed budget to the Department of Education.

The Department shall prominently display the budget information on the website maintained by the Department. If the District maintains a website, the District shall post a link to the website of the Department of Education where this information about the District is posted.

If a truth-in-taxation notice and hearing is required under A.R.S. 15-905.01, the Board may combine the budget notice and hearing with the truth-intaxation notice and hearing.

The publishing of the proposed budget and notice of the hearing and meeting shall be in accordance with A.R.S. 15-905. If a truth-in-taxation notice and hearing is necessary, the notice shall be in accordance with A.R.S. 15-905.01. If the Board determines to combine the budget and truth-in-taxation hearings, publication of a combined notice must satisfy the requirements of both A.R.S. 15-905 and 15-905.01.

Adoption

Immediately following the public hearing, the President shall call to order the Board meeting for the purpose of adopting the budget. A Board member may, without creating a conflict of interest, participate in adoption of a final budget even though the member may have substantial interest in specific items included in the budget.

The Board shall adopt the budget and enter the budget as adopted in its minutes.

Not later than July 18, the Governing Board shall submit the adopted budget to the Department of Education. The Department shall prominently display the District budget information on the website maintained by the Department. If the District maintains a website, the District shall post a link to the website of the Department of Education where this information about the District is posted.

Filing of the budget shall be according to state law. [See Regulation DBC-R]

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If the Governing Board receives notification that one (1) or more of the District's categorical budgets are in excess of its authorized limit, the Board shall revise the affected budget(s) in accordance with A.R.S. 15-905.

Implementation

To determine if budgeted expenditures are in keeping with the adopted budget, a monthly report of expenditures and revenues shall be presented to the Board. Variances within budget categories shall be a part of this report.

Adopted:	
LEGAL REF.: A.R.S. 15-903 15-905 15-905.01	
15-911 15-915	

CROSS REF.:

DBC - <u>Annual Budget: Planning, Schedule, Preparation/Planning, Format and Schedules Posting/Submission</u>

DBI © BUDGET IMPLEMENTATION

Remove per PA 880 - May 2025 (Merged with Policy DBF.)

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DBJ © BUDGET TRANSFERS RECONCILIATION AND TRANSFERS

Reconciliation

Periodically throughout the year, the budget will be reconciled to the actual expenditures of the District.

Transfers

The Governing Board may authorize the expenditure of monies budgeted within the maintenance and operation section of the budget for any subsection within the section in excess of amounts specified in the adopted budget only by action taken at a public meeting of the Governing Board and if the expenditures for all subsections of the section do not exceed the amount budgeted.

Adopted:	
LEGAL REF.: A.R.S.	
15-905	

DD © <u>BUDGET</u> FUNDING PROPOSALS, GRANTS, <u>SOURCES</u> <u>AND SPECIAL PROJECTS</u>

The Governing Board is to be kept informed of possible sources of state, federal, and other funds for the support of the schools and/or for the enhancement of educational opportunities. The Superintendent is to apprise the Board of its eligibility for general or program funds and to make recommendations for Board action.

Funding Sources Outside the School System

The District may submit proposals to private foundations and other sources of financial aid for subsidizing such activities as innovative projects, feasibility studies, long-range planning, research and development, or other educational needs.

Timelines permitting, grant proposals are to be approved by the Board before being submitted to the funding agency. The Superintendent shall establish administrative guidelines for the processing of proposal ideas to the Board for its approval.

The Governing Board may receive, hold, and dispose of any gift, grant, or bequest of property or equipment in accordance with state law and the intent of the instrument conferring title.

The Governing Board may also accept gifts, grants, or devises of money. The disposition of unused funds from these sources shall be in accordance with law.

Funding From Federal Tax Sources (Impact Aid Program)

Regardless of any other law, if the District receives assistance pursuant to Title VIII of the Elementary and Secondary Education of 1965, as amended (Impact Aid Program), the District shall establish a local level fund designated as the Impact Aid Fund and deposit the Impact Aid monies received in the Fund.

The District shall separately account for monies in the Fund and shall not combine monies in the Fund with any other source of local, state, and federal assistance. Monies in the Fund shall be expended pursuant to federal law only for the purposes allowed by Title VIII and A.R.S. 15-905. The District shall account for monies in the Fund according to the Uniform System of Financial Records (USFR) as prescribed by the Auditor General.

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If the District has established an Impact Aid Fund, the Superintendent of Public Instruction shall separately account for monies in the District's Impact Aid Fund in the annual report required by A.R.S. 15-255.

Monies in the Fund are considered federal monies and are not subject to legislative appropriation.

Adopted:
LEGAL REF.:
A.R.S.
15-206
15-207
15-208
15-209
15-210
<u>15-341</u>
<u>15-905</u>
<u>15-991</u>
20 U.S.C. 7701, Title VIII - Impact Aid Program

CROSS REF.:

KCD - Public Gifts/Donations to Schools

IHBJ - Indian Education

<u>KJGA - Relations with Parents of Children Educated Pursuant to</u>
<u>Federal Impact Aid Programs</u>

DD-E ©

EXHIBIT

BUDGET FUNDING PROPOSALS, GRANTS, SOURCES AND SPECIAL PROJECTS

RESOLUTION

WHEREAS, participation in programs funded in whole or in part by federal funds requires that a participating district demonstrate that the district meets the requirement of comparability between schools that receive federal funding and those that do not receive such funding, and that the district provide for equivalency of access to district staffing, equipment, and materials by all district schools, based on student per-capita allocations and individual schools' needs analyses, and, in addition, that all schools and programs have equivalent access to district support operations including but not limited to maintenance, transportation, and warehousing operations support; and

WHEREAS, budgets for staffing, textbooks, equipment, supplies, and services for district schools will be provided for at all schools without supplanting special funding provided from any source with nonsupplanting requirements; and

WHEREAS, expenditures budgets for schools participating in Title I programs will be provided for on the same per-capita basis as budgets for schools not participating in the program; and

WHEREAS, the		School District No
intends to participate in	such programs and receive fed	leral funds;
NOW, THEREFORE, 1		ne Governing Board of the
		et comply with such mandates riod of any grant under which
This resolution was		sed at a meeting of the, 20
ATTEST:		
President		

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

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DDA © FUNDING SOURCES OUTSIDE THE SCHOOL SYSTEM

Remove per PA 883 - May 2025 (Merged with Policy DD.)

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

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DEC © FUNDING FROM FEDERAL TAX SOURCES

(Impact Aid Program)

Remove per PA 884 - May 2025 (Merged with Policy DD.)

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

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DFA© REVENUES FROM INVESTMENTS AND INCOME

Investments

The Board will annually consider and vote on a request to the County Treasurer to authorize investments for the following fiscal year. The Superintendent shall ensure that this question is placed on an agenda for a Board meeting in June of each year.

School-Owned Real Estate

Revenues collected from rental or lease of school-owned real estate shall be deposited in the Civic Center fund. Excess rental/lease revenues may be used pursuant to A.R.S. 15-342(29). Monies from the sale of school-owned real estate shall be deposited as provided under state statutes.

Gate Receipts and Admissions

Admission receipts from school events shall be adequately controlled. The Superintendent is responsible for the proper collection, supervision, disbursement, and/or remittance of these monies.

Admission to school events for which an admission is charged ordinarily will be by purchased ticket or special pass only. Adequate records will be maintained for accounting purposes.

School Sales and Services

Student Activity Income

<u>Procedures shall be developed by the Superintendent to ensure compliance of all student activity funds pursuant to A.R.S. 15-1121-1124.</u>

Student activity fund-raisers may not include: raffles; Bingo games; purchasing of classroom items.

Student activity fund-raisers may include: silent auctions; donations to other entities (i.e., Red Cross), with administrative approval.

The principal of each campus shall monitor the financial activities of the student body to ensure that fund-raising complies with District guidelines and is in accordance with the provisions of A.R.S. Title 15.

To comply with District fund-raising guidelines and A.R.S. Title 15, the principal shall monitor all student activity finances.

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

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Advertising Income

A District advertisement fund shall be established for the deposit of revenues if the District sells advertising.

All revenues collected will be deposited in the Advertisement Fund and accounted for in accordance with the Uniform System of Financial Records. Monies in the Advertising Fund are not subject to reversion.

Career and Technical Education (Vocational Education)

The governing board of a school district may establish a permanent career and technical education projects fund in an amount of not more than one hundred thousand dollars (\$100,000). The fund consists of proceeds from the sale of items produced or services provided by career and technical education programs. Monies in the fund may be used for any purposes noted in 15-1231.

Adopted:
I DOAL DEE
LEGAL REF.:
A.R.S.
15-342
15-996
15-1024
15-1025
15-1102
15-1105
15-1121 through 1124
15-1231
A.G.O.
I80-099
I82-090
T84-018

DFB © REVENUES FROM SCHOOL - OWNED REAL ESTATE

Remove per PA 886 - May 2025 (Merged with Policy DFA.)

$\begin{array}{c} \mathbf{DFD} \ @ \\ \mathbf{GATE} \ \ \mathbf{RECEIPTS} \ \ \mathbf{AND} \ \ \mathbf{ADMISSIONS} \end{array}$

Remove per PA 887 - May 2025 (Merged with Policy DFA.)

DFF © INCOME FROM SCHOOL SALES AND SERVICES

Remove per PA 888 - May 2025 (Merged with Policy DFA.)

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

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DG © BANKING SERVICES <u>AND</u> AUTHORIZED SIGNATURES

Banking Services

The Board, by majority vote, shall designate one (1) or more banks as depository for the safeguarding of school auxiliary and revolving funds.

Each designated depository shall furnish proper security for such deposits in the amount designated by the Board and in accordance with law.

Each designated depository shall be advised not to cash checks payable to the District but to deposit checks only to the District auxiliary accounts.

Authorized Signatures

Authorized signatories for all checking accounts shall be approved by the Board.

On accounts required by statute to have two (2) signatures, the signatories shall be as specified by the statutes.

Adopted:	
TROAT DEED.	
LEGAL REF.:	
A.R.S.	•
<u>15-321</u>	
15-341	
<u>15-1122</u>	
15-1126	

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

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DGA © AUTHORIZED SIGNATURES

Remove per PA 890 - May 2025 (Merged with Policy DG.)

DGD © CREDIT CARDS

(Credit Cards and/or Procurement Cards)

Definition of Credit/ Procurement Card

The District defines "credit card" and "procurement card" as a form of payment in lieu of cash, purchase order, or check. The credit/procurement card must bear the company logo.

Use of Credit Cards/ Procurement Cards

The Governing Board acknowledges that instances may occur when ready payment for goods or services is in the District's best interest. The Superintendent is responsible for the implementation of all aspects of the District credit/procurement card program. The Board authorizes the Superintendent to secure and assign controlled-limit credit/procurement cards to designated personnel. District-assigned credit/procurement cards may not be used for personal expenditures.

The use of credit/procurement cards is to be closely monitored and payment of statements for authorized purchases are is to be made as promptly as possible to avoid fees and charges for the use of such cards.

The Superintendent is directed to develop regulations for the use of District-assigned credit/procurement cards. Such regulations are subject to Board review and approval.

The Board reserves the right to revise or rescind this policy at its sole discretion.

Definition of Credit/ Procurement Card

The District defines "credit card" and "procurement card" as a form of payment in lieu of cash, purchase order, or check. The credit/procurement card must bear the company logo.

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LEGAL REF.:

A.R.S.

15-342

38-621

38-622

38-623

38-624

38-625

Uniform System of Financial Records

CROSS REF.:

DKC - Expense Authorization/Reimbursement

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

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DI © FISCAL ACCOUNTING AND REPORTING

The Superintendent shall be ultimately responsible for receiving and properly accounting for all funds of the District.

<u>Uniform System of Financial</u> <u>Records (USFR)</u>

The Uniform System of Financial Records developed by the State Department of Education and the Auditor General's Office shall be used to provide for the appropriate separation of accounts and funds.

Reporting

The Superintendent shall provide to the Board periodic financial reports showing the financial condition of the District.

The Superintendent shall also be responsible for student accounting and shall report enrollment and attendance as required by the state.

Accounting System

Records of all phases of the business operation shall be kept in strict accordance with the Uniform System of Financial Records, other applicable laws, and the policies of the Board.

The District may apply to the State Board of Education (SBE) to assume accounting responsibility, in which case the District shall develop and file an accounting responsibility plan with the Arizona Department of Education (ADE) and the county school superintendent of the county in which the school district is located as specified in A.R.S. 15-914.01.

Before January 1 of the fiscal year preceding the fiscal year of implementation and before applying to assume accounting responsibility the District must apply for evaluation by the Auditor General and by the County Treasurer of the county in which the school district is located, as specified in A.R.S. 15-914.01.

If the SBE approves for the District to assume accounting responsibility, the District must contract with an independent certified public accountant for an annual financial and compliance audit.

Adopted:	
-	

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LEGAL REF.:

A.R.S.

15-239

15-271

15-272

15-901

15-914.01

Uniform System of Financial Records

CROSS REF.:

DIC - Financial Reports and Statements

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

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DIA © ACCOUNTING SYSTEM

Remove per PA 893 - May 2025 (Merged with Policy DI.)

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

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DIB © TYPES OF FUNDS / REVOLVING AND AUXILIARY FUNDS

General Purpose Revolving Fund
A general purpose revolving fund shall be established, pursuant to A.R.S. 15-1101, at a local bank in the account name of the School District No Drafts drawn on the account shall be signed by the employee in charge of the fund or other designated person. The fund shall be managed in the manner prescribed by the Uniform System of Financial Records (USFR).
No revolving fund may be established unless the designated employee in charge is bonded for an amount equal to twice the amount of the fund. The cost of the bond shall be a proper charge against the District.
Auxiliary Operations Fund
The auxiliary operations fund shall consist of monies raised with the approval of the Board in pursuance of and in connection with all activities of school bookstores and athletic activities.
Fund monies shall be accounted for in accordance with the requirements of the USFR.
After authorization by the Board, fund monies shall be deposited in a bank account designated as the auxiliary operations fund. Disbursements from the fund shall be authorized by the Board.
Disbursements shall be made by check signed by two (2) employees of the

agnated by the Board. Persons authorized by the Board to sign checks shall be bonded, and the cost shall be charged against the fund.

Auxiliary operations fund monies may be invested and reinvested by the Board. All monies earned by investment shall be credited to the auxiliary operations fund.

Adopted:
LEGAL REF.:
A.R.S. 15-1101
15-1124 15-1125
15-1126
15-1154
CROSS REF.:
JJF - Student Activities Funds

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

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DIC © FINANCIAL REPORTS AND STATEMENTS

Financial Reports

Prior to October 15 of each year, the Superintendent shall present to the Board the annual financial report for the previous fiscal year and the Governing Board shall submit the annual financial report for the previous fiscal year to the Department of Education, which shall prominently display this information about the District on the website maintained by the Department.

The District annual financial report shall be published by November 15 either in a newspaper of general circulation within the District, by electronic submission to the Department of Education for publication on its website, in the official newspaper of the county, or by mailing to each household in the School District. If published electronically as indicated above, a link shall be posted on the School District web site to the state department's website.

Financial Statements

The Superintendent shall also ensure that a report of expenditures of public funds and student activity funds is provided to the Board on a monthly basis.

Adopted:
LEGAL REF.:
A.R.S.
15-271
15-302
15-904
15-977
15-991
CROSS REF.:
CM - School District Annual Report
DBC-R - Annual Budget: Schedule, Preparation/Planning, Preparation
Format, and Schedules Posting/Submission

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

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$\begin{array}{c} \textbf{DICA} © \\ \textbf{BUDGET} \ \ \textbf{FORMAT} \end{array}$

Remove per PA 896 - May 2025 (Merged with Policy DB.)

DID © INVENTORIES

The Superintendent shall establish a program to implement District inventory procedures, which shall include inventory of land, buildings, and equipment as required in the Uniform System of Financial Records (USFR).

The acquisition threshold for capitalizing items and entering them on the general fixed Capital aAssets Listing shall be five thousand dollars (\$5,000) or greater. Items having an acquisition cost greater than one thousand dollars (\$1,000) but less than five thousand dollars (\$5,000) the District's adopted capitalization threshold shall be placed on the sStewardship Listing. General fixed Capital assets and stewardship items shall be inventoried as specified by the USFR. The District shall also maintain Equipment Inventory and Supplies inventory lists as specified by the USFR.

Adopted: _			
LEGAL RE	EF.:		
Uniform Sy	ystem of Fin	nancial Reco	ords

DID-R ©

REGULATION

INVENTORIES

The business manager has responsibility to assist the Superintendent in developing procedures for maintaining District inventories. The District will follow the prescribed minimum internal control policies and procedures provided by the Uniform System of Financial Records to meet compliance requirements for inventories. A copy of the complete inventory shall be on file in the office of the business manager.

Capital Assets

A detailed listing of capital assets such as land, buildings, machinery and equipment, vehicles, infrastructure, and easements must be established as prescribed by the Governmental Accounting Standards Board (GASB). Assets, including lands and buildings, and improvements to land and/or existing buildings, having a total acquisition cost of five thousand dollars (\$5,000) or more will be tagged, marked, capitalized and included in the general fixed-assets inventory. To comply with the requirements of GASB Statement number 34, accurate, complete, and up-to-date documentation including, but not limited to, the following shall be maintained:

- A. An inventory record registering for each item the:
 - 1. description;
 - 2. year of acquisition;
 - 3. method of acquisition;
 - 4. funding source;
 - 5. cost or estimated cost;
 - 6. salvage value;
 - 7. estimated useful life;
 - 8. function(s) for which the asset is used.
- B. A depreciation schedule that:
 - 1. includes all exhaustible capital assets, by type, with examples;
 - 2. excludes non-exhaustible capital assets and construction in process;

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- 3. is based on locally-determined estimated useful life, typically in years;
- 4. projects residual value at the end of useful life;
- 5. identifies the method used for calculating depreciation;
- 6. identifies the selected averaging condition, where applicable.
- C. A disposal listing of items removed from the inventory, including at minimum the date and method of disposal.

Stewardship Inventory

A stewardship inventory shall also be maintained for all equipment, including vehicles, with a cost of one thousand dollars (\$1,000) or more but less than the capital asset threshold. The inventory must identify each item's description, identification (tag) number, location, and the month and year of acquisition.

Other Inventory (less than \$1000)

For insurance and other purposes, an inventory of items with an acquisition cost of less than one thousand dollars (\$1,000) may be maintained.

Physical Inventory

The District shall conduct a physical inventory of listed equipment:

- A. at least every two (2) years for items:
 - 1. purchased with federal funds;
 - 2. with an acquisition cost of five thousand dollars (\$5,000) or more.
- B. at least every three (3) years:
 - 1. for all capital equipment;
 - 2. for items on the stewardship list, where such list exists.

Facility administrators shall implement the procedures, maintain lists, and provide reports as requested on the contents of their buildings.

Each administrative unit shall assist in completing an annual inventory of all capital furniture and equipment, library media, and textbooks at its location.

Facility administrators shall require any employee who desires to remove an item from one school or department for use in another to submit a written transfer request form to the business manager. Written approval must be obtained from the business manager prior to the relocation of an item.

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Supply Records

Supply records shall be kept, which will show:

- A. The name of the individual receiving the supplies.
- B. The date received.
- C. The disposition of the supplies.

A perpetual inventory shall be maintained for all supplies warehoused by the District.

DIE © AUDITS / FINANCIAL MONITORING

The Governing Board directs the Superintendent to implement procedures that assure District compliance with all state and federal requirements for audits and financial monitoring and audits. Contingent upon prescribed qualifying criteria, such requirements may include, but are not limited to, procedural reviews by the Office of the Auditor General and the federal Single Audit Act Amendments and Office of Management and Budget (OMB) Compliance Supplement June 2016.

Necessary Services

The procurement of the necessary services shall be consistent with the District's policy on bidding and purchasing procedures. Any allocation of costs for the services shall conform to the requirements of the Uniform System of Financial Records (USFR).

Board Presentation

A final report of each separate fiscal management review shall be presented to the Board for examination and discussion. After a report has been presented to the Board, it will become a matter of public record, and its distribution will not be limited. Copies of a final report shall be filed with appropriate state and other authorities.

The Governing Board shall publicly accept all audits and compliance questionnaires by roll call vote.

Posting

The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the Auditor General.

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41-1279.07

41-1279.21

41-1279.22

A.A.C.

R7-2-902

USFR - Audit Requirements

2 CFR Part 200 Appendix XI, Compliance Supplement

CROSS REF.:

DB - Annual Budget: Schedule, Preparation/Planning, Format,

and Posting/Submission

DICA Budget-Format

DIE-R ©

REGULATION

AUDITS / FINANCIAL MONITORING

Each program, instructional unit, and department shall prepare and maintain such financial records as are directed by the Superintendent. The documents shall be accurate and of essential sufficiency to enable the District to comply with all requirements for financial monitoring and audits, both internal and external.

Requirements for Proper Management

In addition to special reviews that may be conducted as necessary, the District will comply with the following minimum requirements to demonstrate proper management of and accountability for its fiscal resources:

- A. Whenever the District's expenditure of federal financial assistance is less than five seven hundred thousand dollars (\$5700,000) during a fiscal year, the District shall be subject to a procedural review conducted by the Office of the Auditor General at times determined by the Auditor General, subject to the following provisions:
 - 1. Districts that have adopted a Maintenance and Operations Fund (M&O) budget of two million dollars (\$2,000,000) or more shall contract with an independent certified public accountant to conduct an annual financial statement audit in accordance with generally accepted governmental auditing standards.
 - 2. Districts that have adopted a Maintenance and Operations Fund (M&O) budget between seven hundred thousand dollars (\$700,000) and two million dollars (\$2,000,000) shall contract with an independent certified public accountant to conduct a biennial financial statement audit in accordance with generally accepted governmental auditing standards.
- B. Whenever the District's combined expenditure from all sources of federal financial assistance is <u>five seven</u> hundred <u>and fifty</u> thousand dollars (\$5750,000) or more during a fiscal year, the District shall contract with an approved independent auditor to conduct an annual financial audit. The audit shall be performed in accordance with generally accepted auditing standards in compliance with the requirements of the federal Single Audit Act Amendments of 2003 and any implementing regulations of the Office of Management and Budget (OMB).

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To the extent permitted by federal law, the District:

- A. may convert to a biennial audit schedule when the previous annual audit contained no significant negative findings, defined as the District having received a letter of noncompliance issued by the auditor general;
- B. shall convert back to an annual audit whenever an audit produces significant negative findings;
- C. may convert back to a biennial audit schedule when the two (2) previous audits have not contained any significant negative findings.

The Superintendent shall be promptly informed of any material deficiency that is discovered during a monitoring or auditing process.

DJ© PURCHASING ETHICS

(Purchasing Ethics Policy)

Governing Board

The District's Governing Board members and employees shall not use their offices or positions to receive any valuable things or benefits that would not ordinarily accrue to them in the performance of duties if the things or benefits are of such value or character as to manifest a substantial and improper influence upon the performance of their duties.

The Governing Board may provide food and beverages at School District events, including official school functions and trainings, as allowed by the Arizona Constitution, laws pertaining to travel and subsistence, gifts, grants (including federal grants) or devises, and policies of the Department of Education.

Personal Gift or Benefit

A person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or a person who supervises or participates in the planning, recommending, selecting or contracting for materials, services, goods, construction, or construction services of a school district or school purchasing cooperative is guilty of a Class 6 felony if the person solicits, accepts or agrees to accept any personal gift or benefit with a value of three hundred dollars (\$300) or more from a person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with the school district or school purchasing cooperative. Soliciting, accepting or agreeing to accept any personal gift or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor.

Any person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with a school district or school purchasing cooperative that offers, confers or agrees to confer any personal gift or benefit with a value of three hundred dollars (\$300) or more on a person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or on a person who supervises or participates in planning, recommending, selecting or contracting for materials, services, goods, construction or construction services of a school district or school purchasing cooperative, is guilty of a Class 6 felony. Offering, conferring or agreeing to confer any personal gift or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor.

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Definitions

For the purpose of this policy, a gift or benefit means a payment, distribution, expenditure, advance, deposit or donation of monies, any intangible personal property, or any kind of tangible personal or real property. A gift or benefit does not include an item of nominal value such as a greeting card, t-shirt, mug or pen. A gift or benefit does not include food or beverage, or expenses or sponsorships relateding to a special event or function related to which individuals identified in this policy, nor does this include an item of nominal value such as a greeting card, T shirt, mug or pen. involved in procurement and purchasing are invited.

Reprisals

A District employee who has control over personnel actions may not take reprisal against a District employee or that employee's disclosure of information that is a matter of public concern, including a violation of District policy or laws/regulations governing the District.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

15-213

15-323

15-341

15-342

38-501 - 38-511

38-503

38-504

A.A.C.

R7-2-1001 - R7-2-1003

R7-2-1308

Article IX, section 7, Constitution of Arizona (laws pertaining to travel and subsistence, gifts, grants, including federal grants, or devises)

Policies adopted by the Department of Education

CROSS REF.:

DJE - Bidding/Purchasing Procedures

GBEAA - Staff Conflict of Interest

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

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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, including A.R.S. 38-503(C). The Superintendent shall establish Aadministrative regulations shall be established to asensure the District is in full compliance, including contracting with small and minority businesses, women's business enterprises, veteran-owned businesses, 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.

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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-managerat-risk method of project delivery.

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.

Except as otherwise provided below, only purchases of ten thousand dollars (\$10,000) or more are subject to competitive bidding requirements.

Purchasing

Purchases from District Employees

Districts are required to follow the School District Procurement Rules for all purchases of goods or services from District employees regardless of dollar amount. A.R.S. 38-503(C) prohibits public employees from providing their employers with any equipment, material, supplies, or services unless provided under an award or contract let after public competitive bidding. Districts must follow the School District Procurement Rules, regardless of the expenditure amount, when purchasing goods or services from District employees. This applies to any purchase using District monies, including extracurricular activities fees tax credit contributions and monies held in trust by the District, such as student activities monies. Although the School District Procurement Rules exempt expenditures of student activities monies from the Rules, that exemption does not apply to purchases in which a District employee acts as a vendor.

Purchases from District Board Members

Districts are required to follow the School District Procurement Rules for all purchases of services from District Board members regardless of dollar amount. A.R.S. 38-503(C) prohibits governing board members from providing their district with any services, unless provided under an award or contract let after public competitive bidding. However, for purchases of supplies, materials, and equipment from district board members, districts are required to follow the School District Procurement Rules only if the purchase exceeds one hundred thousand dollars (\$100,000). Purchases below the one hundred thousand dollar (\$100,000) threshold must comply with the guidelines for written quotes. For districts with three thousand (3,000) or more students, statutes limit purchases of supplies, materials, and equipment from board members to three hundred dollars (\$300) per transaction and one thousand dollars (\$1,000) total within any twelve (12)-month period and require that the governing board adopt a policy authorizing such purchases within the preceding twelve (12) months. Districts with fewer than three thousand (3,000) students may purchase supplies, materials, and equipment from governing board members in any amount, provided each purchase is approved by the governing board and the amount of the purchase is included in the board's meeting minutes.

Purchases Requiring Bidding

For transactions of at least ten thousand dollars (\$10,000) and less than one hundred thousand dollars (\$100,00), written price quotations will be requested from at least three (3) vendors. 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.

For transactions to purchase construction, materials, or services costing more than one hundred thousand dollars (\$100,000), sealed bids and proposals shall be requested.

All transactions must comply with the applicable requirements of the Arizona Revised Statutes, the Arizona Administrative Code and the Uniform System of Financial Records.

Purchases Not Requiring Bidding

Except as otherwise provided above, 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.

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

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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 (A.A.C. R7-2-1002(C)(2)).

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.

Contract Requirements

Contract Duration

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. The Ddocumentation 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.

Requirement: 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.
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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.
R7-2-1023
R7-2-1029
A.G.O.
I83-136
I87-035
106-002
Uniform System of Financial Records: VI-G-8 et seq.
2 C.F.R. 200<del>.214</del>
2 C.F.R. 200.321
CROSS REF.:
BCB - Board Member Conflict of Interest
DJ - Purchasing Ethics
DJG - Vendor/Contractor Relations and Sales Calls Requirements
GBEAA - Staff Conflict of Interest
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Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

JLIF - Sex Offender Notification

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, 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 R7-2-1195. District purchases shall also be in accordance with 2 CFR 200-214 (Code of Federal Regulations Title 2).

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.

Preparations of Specifications

Specifications for goods, services, and construction items are to be prepared in the manner prescribed by rules R7-2-1010 through 1017.

Procurement of Services

<u>Specified Professional Services</u> <u>and Construction Services</u>

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 and Arizona Administrative Code Title 7. Chapter 2, Parts XIV and XV. 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.

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<u>Procurement of Services by Certain</u> <u>Other Classes of Providers</u>

Except as authorized pursuant to R7-2-1002, R7-2-1053, or R7-2-1055, 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. Except as authorized in R7-2-1033, R7-2-1053, R7-2-1055, and R7-2-1122, 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 through R7-2-1123. Procurement procedures related to purchasing services from the professional providers are to conform to R7-2-1119 through R7-2-1122.

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 R7-2-1100 through R7-2-1115.

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 determination of the basis for the sole-source procurement and any cost or pricing data 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.

Due Diligence

The District is responsible for ensuring that all procurements are done in accordance with applicable law and school district procurement rules whether the procurement is done independently or through a cooperative purchasing agreement. The appropriate amount and complexity of due diligence to be performed by a district will vary based on the procuring entity with which the district is participating. A.R.S. 15-213(F) requires school districts and school purchasing cooperatives, in connection with any audit conducted by a certified public accountant, to have a systematic review of purchasing practices. The Office of the Auditor General has prescribed the guidelines for performing these reviews as part of the Procurement Compliance Questionnaire for cooperatives and the Expenditures section of the USFR Compliance Questionnaire for districts.

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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 procurement 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.

Contract Requirements

Care is to be exercised to assure the District's procurement practices conform to the general contract requirements set out in R7-2-1072 through R7-2-1087 and the accompanying conditions described in R7-2-1092 through R7-2-1093, as applicable.

Quotations

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:

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.

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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

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.

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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.

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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.

Bid Call for Construction Projects

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.

Sealed Bids

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.

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 pre-technical offer conference with bidders as provided in R7-2-1136(C).

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

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

Restrictions

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 scaled 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 R7-2-1032.

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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.

<u>Awards</u>

<u>Multiple Awards to More</u> <u>Than One Contractor</u>

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 and the request for proposals shall include the criteria the School District will use for selecting vendors for each contract under the multiple award, including as applicable, whether contracts will be awarded by individual line items, groups of line items, or categories, whether contracts will be awarded by designated regions or locations.

A multiple award to more than one (1) vendor should be made only when the District has determined in writing that a multiple award is necessary and advantageous to the District. Before making the award, the District shall establish procedures for the use of the multiple awarded contracts to ensure that purchases are made from the contracts determined by the School District to offer the lowest cost in satisfying the School District's requirements. The award shall also be limited to the least number of suppliers necessary to meet the District's requirements.

Purchasing

Cumulative and Like Item Purchases

An analysis shall be performed annually to determine the extent of the District's 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.

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

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<u>Multiple Year Purchases Totaling Less</u> 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, proposals, or quotes;
- 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.

Contracts for materials or services and contracts for job-order-contracting construction services may be entered into for more than 5 years if, before the procurement solicitation is issued, the governing board determines in writing that a contract of longer duration would be advantageous to the district. Payment and performance obligations for succeeding fiscal years are subject to the availability and appropriation of monies.

<u>Multiple Year Purchases Totaling More</u> <u>Than One Hundred Thousand Dollars</u>

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:

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; and
- 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. Secure and maintain written affirmation that 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.

Cooperative Purchasing Agreements

Procurements in accordance with intergovernmental agreements and contracts between the District and other governmental entities as authorized by Arizona Revised Statute are exempt from competitive bidding requirements pursuant to A.A.C. R7-2-1002(C)(2). Inspection of and payment for materials and services acquired under a cooperative purchasing agreement are the obligation of the District.

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.

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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 CFR § 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.

ADVISORY 901

DJG © VENDOR / CONTRACTOR RELATIONS AND SALES CALLS REQUIREMENTS

Fingerprinting Requirements

A contractor, subcontractor or vendor, or any employee of a contractor, subcontractor or vendor, who is contracted to provide services on a regular basis at an individual school shall obtain a valid fingerprint clearance card pursuant to A.R.S. 41-1758 et seq. The Superintendent, or a principal subject to approval by the Superintendent, may exempt from the requirement to obtain a fingerprint clearance card a contractor, subcontractor, or vendor whom the Superintendent or principal has determined is not likely to have independent access or unsupervised contact with students as part of their normal job duties while performing services to the school or to the School District. The exemption shall be given in writing and a copy filed in the District office.

The Superintendent shall develop uniform District criterion for making a determination of whether or not an exemption will be granted.

Required Contract Provisions

Each District contract shall contain the provisions of statute paraphrased below and the Superintendent shall implement procedures to randomly verify the records of contractor and subcontractor employees to ensure compliance with these warranties.

The contract or agreement with each contractor shall contain the warranties indicated below:

- A. Each contractor shall warrant compliance with all federal immigration laws and regulations that relate to their employees and that they have verified employment eligibility of each employee through the E-Verify program. The contractor shall acknowledge that a breach of this warranty shall be deemed a material breach of the contract subject to penalties up to and including termination of the contract.
- B. The contractor further acknowledges that the School District retains the legal right to inspect the papers of any contractor or subcontractor employee who works on the contract to ensure compliance by the contractor or subcontractor.

The contractor shall facilitate this right by notice to his employees and supervisors.

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Sales Calls and Demonstrations Requirements

Sales representatives for school services, supplies, or other materials are not permitted to call on teachers or other school staff members except with prior authorization from the Superintendent.

Adopted:
LEGAL REF.:
A.R.S.
<u>15-341</u>
<u>15-342</u>
15-512
23-214
41-1758 et seq.
41-4401
<u>A.A.C.</u>
<u>R7-2-1001</u>
<u>R7-2-1003</u>
<u>R7-2-1004</u>
<u>R7-2-1010</u>
Public Law 92-544

CROSS REF.:

DBF - Budget-Hearings and Reviews/Adoption Process, Adoption and Implementation

DIC - Financial Reports and Statements

DJE - Bidding/Purchasing Procedures

DJG-R ©

REGULATION

VENDOR / CONTRACTOR RELATIONS AND SALES CALLS REQUIREMENTS

Request for Records

A District appointed contract liaison shall at random times request contractor and subcontractor employment records. Intermittently and without prior notice, the District appointed liaison to each contractor shall request from the individual contractor and subcontractor employees the information required on the I-9 form. Such information shall be used to verify the employee's right to work status and the contractor and subcontractor compliance with contract warranties. A report of the result of this inquiry shall be made to the Superintendent.

ADVISORY 902

Remove per PA 902 - May 2025 (Merged with Policy DJG.)

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DJGA-R-©

REGULATION

SALES CALLS AND DEMONSTRATIONS

Remove per PA 902 - May 2025

ADVISORY 903

DK © PAYMENT AND PAYROLL PROCEDURES

Payment Procedures

In order to receive appropriate discounts and maintain good vendor relations, the Board directs the prompt payment of salaries and bills, but only after due care has been taken to assure that such amounts represent proper obligations of the District for services and/or materials received.

The Superintendent will implement procedures for the review of purchase invoices orders to determine that items or services are among those budgeted, itemized goods or services have been satisfactorily supplied, funds are available to cover payment, and invoices are in order and for the contracted amounts.

Payroll Procedures

The District will establish two (2) or more days in each month, not more than sixteen (16) days apart, as fixed paydays for payment of wages in accord with Arizona Statute. Employees may choose to have their salaries paid in full upon the last pay date following completion of their assignments or may annualize their pay.

An employee who quits the service of the District shall be paid all wages due on the regular payday for the pay period during which termination occurs. Such wages may be paid by mail if requested.

Notwithstanding A.R.S. 23-351 and 23-353, an employee who is discharged from service of the District shall be paid all wages due within ten (10) calendar days from the date of discharge [A.R.S. 15-502].

Adopted:
LEGAL REF.:
A.R.S.
15-304
15-321
<u>15-502</u>
15-906
<u>23-351</u>
<u>23-353</u>

CROSS REF.:
GCOF - Discipline Suspension and Dismissal of Profession

GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members GDQD - Discipline, Suspension, and Dismissal of Support Staff Members

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EXHIBIT

PAYMENT AND PAYROLL PROCEDURES

RESOLUTION AUTHORIZING THE EXECUTION OF WARRANTS BETWEEN BOARD MEETINGS

WHEREAS, A.R.S. 15-321 sets forth the procedures for execution of warrants drawn on the District, and

WHEREAS, said statute provides that an order for salary or other expense may be signed between Board meetings if a resolution to that effect has been passed prior to the signing and that order is ratified by the Board at the next regular or special meeting of the Governing Board;

NOW, THEREFORE, BE IT RESOLVED, that said statutory procedure be, and herein is, ordered for use in the District in accordance with the provisions of A.R.S. 15-321.

This	resolution	was	seconded, erning Boa			
ATT]	EST:					
$\frac{-}{ ext{Presi}}$	dent				,	

DK-EB ©

EXHIBIT

PAYMENT AND PAYROLL PROCEDURES DEFERRED WAGE PAYMENT ELECTION FORM

By my signature I hereby acknowledge that I have read and understand the School District's policy on deferred/annualized wages. Furthermore, by my signature on this form I am electing to defer payment of my wages on an annualized basis consisting of twenty-six (26) payments. I understand that any change from an annualized election of payment requires that I notify the District prior to the beginning of duty for the fiscal year in which the change is being given.

Signature	Position
Printed name	Date signed

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ADVISORY 904

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DKA© PAYROLL PROCEDURES / SCHEDULES

Remove per PA 904 - May 2025 (Merged with Policy DK)

DKA-E-©

EXHIBIT

PAYROLL PROCEDURES / SCHEDULES DEFERRED WAGE PAYMENT ELECTION FORM

Remove per PA 904 - May 2025 (Moved to Policy DK-EB.)

ADVISORY 905

DN© SCHOOL PROPERTIES DISPOSITION

Sale or Lease of Property

The Board may sell or lease to the state, a county, a city, another school district or a tribal government agency any school property required for public purpose provided the sale or lease of the property will not affect the normal operation of a school within the District and the District is in compliance with Policy FCB, Retirement of Facilities, and A.R.S. 15-342.

Disposition of Surplus Materials

The School District shall determine the fair market value of excess and surplus property. Except as provided in A.R.S. 15-342, surplus materials, regardless of value, shall be offered through competitive sealed bids, public auction, established markets, trade-in, posted prices, or state surplus property. If unusual circumstances render the above methods impractical, the District may employ other disposition methods, including appraisal or barter, provided the District makes a determination that such procedure is advantageous to the District. Only United States Postal Money Orders, certified checks, cashier's checks, or cash shall be accepted for sales of surplus property unless otherwise approved by the District or for sales of less than one hundred dollars (\$100).

Exceptions for Disposition of Learning Materials and Equipment

The Board authorizes the Superintendent to establish regulations for the disposal of surplus or outdated learning materials to nonprofit community organizations when it has been determined that the cost of selling such materials equals or exceeds estimated market value of the learning materials.

The Board may sell used equipment to a charter school or private school before attempting to sell or dispose of the equipment by other means.

Competitive Sealed Bidding

Notice of the sale bids shall be publicly available from the District at least ten (10) days before the date set for opening bids. Notice of the sale bids shall be mailed to prospective bidders, including those on lists maintained by the District pursuant to A.A.C. R7-2-1023. The notice of the sale bids shall list the materials offered for sale; their location; availability for inspection; the terms and conditions of sale; and instructions to bidders, including the place, date, and time set for bid opening. Bids shall be opened publicly pursuant to the requirements of A.A.C. R7-2-1029.

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The award shall be made, in accordance with the provisions of the notice of the sale bids, to the highest responsive and responsible bidder, provided that the price offered by such bidder is acceptable to the District. If the District determines that the bid is not advantageous to the District, the District may reject the bids in whole or in part and may resolicit bids, or the District may negotiate the sale, provided that the negotiated sale price is higher than the highest responsive and responsible bidder's price.

Auctions

Auctions shall be advertised at least two (2) times prior to the auction date in a newspaper of the county as defined in A.R.S. 11-255. Advertisements must be at least seven (7) days apart. All of the terms and conditions of any sale shall be available to the public at least twenty-four (24) hours prior to the auction date.

Before surplus materials are disposed of by trade-in to a vendor for credit on an acquisition, the District shall approve such disposal. The District shall base this determination on whether the trade-in value is expected to exceed the value realized through the sale or other disposition of such materials.

An employee of the District or a Governing Board member shall not directly or indirectly purchase or agree with another person to purchase surplus property if said employee or Board member is, or has been, directly or indirectly involved in the purchase, disposal, maintenance, or preparation for sale of the surplus material.

State Surplus Property Manager

Except as provided in A.R.S. 15-342, the District may enter into an agreement with the State Surplus Property Manager for the disposition of property pursuant to Article 8 of the Arizona Procurement Code [A.R.S. 41-2601 et seq.] and the rules promulgated thereunder.

Donation of Surplus

The Board may donate surplus or outdated learning materials, educational equipment and furnishings to nonprofit community organizations where the Board determines the anticipated cost of selling the learning materials, educational equipment or furnishings equals or exceeds the estimated market value of the materials.

Offer to Sell

The Board may offer to sell outdated learning materials, educational equipment or furnishings at a posted price commensurate with the value of the item to pupils who are currently enrolled in the District before those materials are offered for public sale.

Adopted:	

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LEGAL REF.:

A.R.S.

15-341

15-342

15-727

<u>15-729</u>

A.A.C.

R7-2-1131

A.G.O.

I80-036

I80-189

U.S.F.R. Sec. III-J-5(10); App. B(6)

CROSS REF.:

BCB - Board Member Conflict of Interest

FCB - Retirement of Facilities

GBEAA - Staff Conflict of Interest

IJJ - Textbook/Supplementary Materials Selection and Adoption

Action Item ● July 8, 2025	X Action				
C.12 Recommendation to Approve the Revised Student Code of Conduct, Student Rights and Responsibilities, FESD's Student Handbook	Information/Discussion				
Submitted by Dr. Michelle Berg, Assistant Superintendent for Educational Services					

RECOMMENDATION:

Recommendation to approve the revised Student Code of Conduct, Student Rights and Responsibilities, FESD's Student Handbook for the upcoming School year.

BACKGROUND:

Each year, the Student Code of Conduct is revised to reflect current year changes. This year, revisions include the following:

- Adding the new colors of the school uniforms (Khaki/Tan)
- Clarifying that all students will continue to eat free through our participation in the Community Eligibility Provision (CEP)
- Updating our references to School Safety Officers (SSO)
- During our last round of Policy Advisories, one of the changes that ASBA made to policy was
 to require parents to opt into sharing "Directory Information" rather than having them opt out
 of sharing. So, if we (the district) were to want to share our directory information, we are now
 required to obtain parent approval, which is the change, in compliance with the new policy,
 per state statute.
- Updating the Title IX section to reflect the policy approved earlier this year. This update reverts the definition of "sexual harassment" to its previous criteria by replacing "and" with "and/or," allowing an action to qualify as harassment if it is severe, pervasive, or objectively offensive.
- Adding a "printed name" line to the sign-off form allows parents and students to print their name, acknowledging receipt of the document. Currently, the book only requests a "signature." Adding a space for the printed name makes it easier to verify that parents and students received and signed a copy of the Student Code of Conduct.

Fowler Elementary School District



Student Code of Conduct Student Rights & Responsibilities 2025-2026

STUDENT RIGHTS AND RESPONSIBILITIES

Educational Opportunity

Each student is entitled to the opportunity for a quality education through access to a professional staff and facilities. By participating in school programs on or off school property, students agree to comply with the rules, regulations, and provisions of these programs.

Use of Educational Resources

Students share the responsibility for the preservation and care of school property. Any unauthorized use or deliberate destruction, damage to, or defacing of district property is a violation of the Fowler Student Code of Conduct.

Special Instructional Programs

The District will ensure that all children with disabilities, between the age of birth (0) through twenty-one (21) years, within the boundaries of the District, including children with disabilities who are homeless or wards of the state, and children with disabilities attending private schools or home schools, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, and evaluated.

All identified disabled children shall receive special education commensurate with their abilities and needs. Children and youth may qualify for services under State and Federal special educations laws (The Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973). A free appropriate public education (FAPE) shall be available to all children with disabilities aged three (3) through twenty-one (21) years within the District's jurisdiction, including children advancing from grade to grade, those who have been suspended or expelled from school in accordance with the applicable IDEA rules and regulations, and any child with a disability the District has placed in or referred to a private school or facility. The District may refer to and contract with approved public or private agencies as necessary to ensure the provision of FAPE for children with disabilities. FAPE for an eligible student with a disability shall extend through conclusion of the instructional year during which the student attains the age of twenty-two (22).

A child can be referred for an evaluation at any time if they are suspected of having a disability regardless of where they are receiving schooling. Private school and home-schooled children who reside in the District_may access an evaluation as well as children enrolled in the District.

If you live in the Fowler Elementary School boundaries and are parents of a student, or you know of a child who might need services for a disabling condition, please call the Special Education Department at (623) 474-7276.

Gifted Students

All identified gifted children shall receive education commensurate with their abilities and needs. The Board requires that expanded academic course offerings, programs and supplemental services be provided as an integral part of the regular school day to gifted pupils identified in accord with relevant statutes. Transfer students previously identified as gifted by another district or charter school shall, within a reasonable and timely period, have determined whether they are to receive gifted education in this District and if so have the program provided without unreasonable delay.

Freedom of Speech

An environment conducive to the free exchange of ideas and to study and learning shall be maintained in each school in the district.

Students have a responsibility to respect others at all times. Communications of an obscene or defamatory nature or those that constitute or advocate discriminatory comments about one's race, color, creed, national origin, age, gender or disabling condition or which violate commonly accepted standards of the district, are not permitted.

Students have the right, and are encouraged, to form, hold and express their ideas and beliefs. The encouragement of this right requires that students be able to disclose or express an idea or belief in the proper educational setting without penalty, embarrassment or any reflection in academic evaluation.

Students are entitled to express in writing their personal opinions and to circulate petitions. The manner of distribution of such material shall not interfere with or disrupt the educational process.

Student Records

Parents or guardians have equal rights to inspect and to review a student's records unless the school has been provided with a valid court order to the contrary. Review and inspection of a student's record by others may also occur when

a. the prior written consent of the student's parents or the eligible student has been received,

- b. law enforcement or probationary officers are operating under the direction of a court, or,
- c. under certain limited circumstances, it is permitted by the Federal Education Rights and Privacy Act of 1974 (FERPA) 20 USC 1232(g) and 1232(h) and by federal regulations issued pursuant to that statute.

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act; Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT); No Child Left Behind Act of 2001 (NCLB); The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and Arizona Revised Statutes, Title 15, sections 131 and 132.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include - but are not necessarily limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the office of the District under the supervision of the building administrator and are available only to the teachers and staff members working with the student. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior written consent of the parent [34 C.F.R. 99.7].

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two (2) years after the date your child was last enrolled in this school district.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. You should write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by you, the School will notify you of the decision and advise you of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Copies of the district student education records record confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7(a)(5) and 99.7(b)]. You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the School to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

Designation of Directory Information

FESD does not disclose specific student information, including student's address, telephone number and email address to any third parties, including the public, other parents, or any vendors.

Student Publications

The school principal is the official publisher of school-sponsored publications. Student editors of school-sponsored publications shall be guided by the policies of the district and shall ensure adherence to accepted standards of journalism including, but not limited to prohibition of libel, intentional distortion, or reckless disregard for the facts. Authorship shall be disclosed and opinions shall be identified as such. Student editors of school-sponsored publications must provide the opportunity for other students, teachers, and administrators to express views that differ from editorial policy.

All materials to be published in school-sponsored publications shall be submitted for approval to the faculty sponsor before publication. The faculty sponsor shall provide a written explanation to the student editor of the reasons for any such rejection. Within five school days after receipt of such written explanation, the rejection may be appealed in writing to the building principal who may affirm, reverse or modify the action of the faculty sponsor.

Students who edit, publish or distribute handwritten, printed, duplicated or other materials among their fellow students assume full responsibility for the content of all material. Students are entitled to express in writing their personal opinions and to circulate petitions. Circulation of petitions may occur during lunch and prior to and/or after school in areas designated by the principal, which provide reasonable access to the students. The authorship of the material must be identified.

Students shall have access to specified bulletin boards and/or areas for the posting of notices or other communications concerning school activities or matters of general interest to students. Posted notices shall (1) be subject to reasonable size and number limitations determined by the administration, (2) be dated and (3) identify the sponsoring individual or organization. Notices that violate any applicable restriction, that are outdated, or are posted longer than ten days may be removed by school authorities.

The administration may prohibit the posting or distribution of, and may remove, any material which

- a. interferes or threatens to interfere with the orderly operation of the school;
- b. disrupts or threatens to disrupt a class, classes, class work or the educational process;
- c. involves or threatens to involve disorder, violence, harassment or an invasion of the rights of other students; or,
- d. is libelous, defamatory or obscene.

Right to Assemble

School-sponsored activities and meetings (student government, pep rallies, etc.) may be scheduled during the school day. In addition, students shall be given the opportunity to organize and hold student meetings at other reasonable times.

Student meetings or gatherings in school buildings or on school grounds may be authorized by the school administration. The principal must be informed in advance and may impose reasonable restrictions on the time and place of student gatherings or assemblies.

If the principal denies permission for a student gathering or assembly, a written explanation will be provided upon request. Attendance at meetings and assemblies is limited to students regularly enrolled in that school unless the principal has given prior approval for others to attend.

Exercise of Rights and Privileges

Students shall not be punished or penalized for exercising any of the rights or privileges described in this Code. Students who believe that they have been punished or penalized in violation of this paragraph may appeal, in writing, to the principal, who will hear and consider the appeal and respond in writing.

- c. involves or threatens to involve disorder, violence, harassment or an invasion of the rights of other students; or,
- d. is libelous, defamatory or obscene.

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Freedom from Harassment

The district seeks to provide all students with an atmosphere free from harassment. Harassment occurs when an individual is subjected to treatment and/or to a school environment that is hostile or intimidating because of the individual's race, religion, creed, color, national origin, age, physical condition or ability, or gender. Harassment can occur at any time during a school day, including while going to or from school or during school-related activities. There shall be no hazing. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- e. The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution.
- f. The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

Students and others may report hazing to any professional staff member. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Responsibilities and Limitations

Anyone subjected to harassment should immediately inform school personnel. The district will attempt to maintain confidentiality of harassment complaints and related matters but may disclose such information if the district deems it appropriate. Students are required to obey all federal, state, or city laws, district policies, rules and regulations.

Students are required by state law to comply with the regulations, pursue the required course of study and submit to the authority of the teachers and the Governing Board (ARS §15-841).

Students are required to comply with the lawful directions of district officials and law enforcement officers acting in performance of their duties. Students must identify themselves to such officials or officers when requested to do so.

Students are responsible for ensuring that their own exercise of rights and privileges does not disrupt the educational program or school activities nor infringe on the rights of others.

Electronic Devices

Electronic devices including, but not limited to, cell phones, handheld devices, media players, watches, earbuds, or other similar gadgets are not allowed to be used or displayed during the school day, from the beginning to the end, unless a staff member specifically instructs or permits their use for educational or emergency purposes. It is important that these devices do not disrupt the learning environment, compromise safety, or affect the well-being of others. Please note that the school district cannot be held responsible for any loss, damage, or theft of such devices, and students bringing such devices to school or a school event do so at their own risk.

Dress Code Policy and Personal Appearance

The Board recognizes the critical importance of its educational mission to promote academic achievement and a safe and secure environment at all campuses in the District. To assist in creating a positive educational environment, as well as to help promote campus safety and school unity and pride, a dress code that includes mandatory uniforms has been adopted for the District.

No student will be denied an education for inability to afford a uniform. In situations of economic need, the District will work with parents and students to resolve any family's financial inability to purchase a student uniform.

All students attending kindergarten (K) through eighth (8th) grade in the Fowler Elementary School District are required to wear school uniforms. The clothing may not be altered in a manner that includes, but is not limited to, slits or shredded hems, logos other than the school mascot, or in any way that is disruptive to the educational process. Bare midriffs are not allowed. Exceptions may be allowed due to religious reasons.

The standard school clothing is:

Tops:

- Colors must be white, light blue, or navy
- Shirts must have a collar and sleeves
- Must not have any logos or writing on them other than school mascot
- Must be size appropriate
- Undershirts worn beneath tops must be white only
- Students may wear shorts, skirts, skorts, or slacks that conform to the tailored uniform style found in the uniform department of any of the department or discount stores
- All shorts, skirts, and skorts must be no shorter or longer than two inches (2") above or below the knee

Bottoms:

- Color must be navy blue, tan or khaki.
- No denim may be worn.
- Slacks/pants must be tailored
- Belts must be black, brown or white, single buckle, with no logos
- No logos or writing on bottoms
- Must be size appropriate

Outer Wear:

Must be size appropriate with no logos other than the school mascot.

School ID's

Middle school students must be in possession of student identification at all times (including riding the school bus).

Footwear must be worn at all times and it is strongly advised to wear closed-toed shoes. Flip flops and similar footwear are strictly prohibited. Safety requirements for specific classes such as industrial technology, life management, physical education and science shall be followed.

Hats or visors in their original unaltered condition and no logo are the only acceptable headwear that may be worn by students on school campuses in grades kindergarten (K) through eighth (8) at school. Bandanas, hairnets, knit stocking caps, etc., are not to be worn at school. Students may only wear their hats on campus when outside. They shall remove their hats when in a building or when requested to do so by a member of the administration, faculty, or staff.

Gang clothing/paraphernalia is prohibited on school property, in school buses, and/or at school activities. Gang paraphernalia is defined as any apparel, altered apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute suggests membership in a gang.

Actions taken may include, but are not limited to:

- a. Changing into clothing that may be provided by the school.
- b. Having other clothing brought to school.
- c. Removal of jewelry or other accessories.

Student Searches

School administrators are entitled to search students and seize property, including school property temporarily assigned to students, when there is reasonable suspicion that stolen property or some material or item detrimental to the health, safety or welfare of students may be in their possession or control. Searches may include a student's personal property such as backpacks or pockets. Any search must be reasonable in scope and not excessively intrusive on the student in light of the age, sex of the student, nature of the infraction, property or item involved and the type of conduct alleged. Strip searches are prohibited. Searches may be conducted at any time, without student consent, without notice and without a search warrant or other formal documentation.

Desks for storage of school-related items and personal items are provided as a convenience to the students but remain the property of the district and are subject to its control and supervision. Students have a reasonable expectation of privacy; however, at any time, with or without notice, without student consent and without a search warrant or other formal documentation, school authorities may inspect desks, storage areas, etc. Students who accept desks must assume full responsibility for the content and security of these items.

Students have a reasonable expectation of privacy in the personal belongings they carry with them at school such as backpacks or purses; however, school authorities may search a backpack or purse when they have a reasonable suspicion that a particular illegal, dangerous or stolen object is located in the backpack or purse.

Student Interviews (JIH)

General Interviews:

School officials may question students about school-related matters without limitations. Parents will be contacted if a student is disciplined for a serious offense. Students have the right to decline interviews with the School Safety Officer (SSO) or other peace officers at any time.

Child Abuse or Abandonment (A.R.S. 8-821, A.R.S. 8-823):

If child abuse, neglect or abandonment is suspected, a school administrator will be notified and a report will be made to the Department of Child Safety ("DCS") or law enforcement, as applicable. Access to the student will be granted to a law enforcement officer or DCS if requested as part of an abuse or abandonment investigation. Investigating officers must show identification and sign a "Form for Signature of Interviewing Officer." If a student is taken into custody, the investigating officer must notify the parents.

Non-Abuse Interviews:

If no abuse or abandonment is suspected, and no immediate safety concern exists, a school administrator will be notified. If the interview concerns parental criminal activity, the school will comply with the officer's request to not contact the parents. Otherwise, parents will be contacted for consent. If unreachable, the interview will be scheduled for another time.

Safety Concerns:

If student safety is a concern, peace officers may interview students at the school's request. Parents will be contacted if a student is taken into custody or disciplined for a serious offense.

Reporting Crimes (A.R.S. 15-341(A)(36)):

Staff must report suspected serious crimes, including those involving deadly weapons or posing serious threats. Reports will be documented and communicated to the Superintendent, who will notify law enforcement. Bullying, harassment, or intimidation will be addressed per Policy JICK.

Parental Notification:

The District will notify parents or guardians of students involved in disciplinary matters, suspected crimes or serious misconduct as required by applicable District policy and law.

Student Concerns, Complaints and Grievances (Fowler Elementary School District Policy JII-EB)

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK. Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, an
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or a school staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint or grievance falls within this policy shall be determined by the Superintendent.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

Title IX (Fowler School District Policy ACAA)

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The District does not discriminate on the basis of sex and is required by Title IX not to discriminate in such a manner. The District adheres to all conditions established by Title IX by recognizing the right of every student who attends school in the District and every employee who works in the District to do so without the fear of sexual harassment.

The District accepts and shall employ the definition of sexual harassment as established by the Title IX regulations. Sexual harassment means conduct on the basis of sex that satisfies one (1) or more of the following:

- A. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and/or objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

The District also accepts and shall employ the definition of a complainant as an individual who is alleged to be the victim of conduct that could constitute sexual harassment, and a respondent as an individual who has been reported to be the

perpetrator of conduct that could constitute sexual harassment.

The District shall designate and authorize an employee as the "Title IX Coordinator" to comply with its responsibilities pertaining to sexual harassment under Title IX. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator.

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. The District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

The District will respond promptly when any school employee has notice of sexual harassment. Upon receipt of notice of sexual harassment, the District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the District's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the District shall respond. The District is committed to investigating each formal complaint submitted and to taking appropriate action on all confirmed violations of policy. The District shall follow grievance procedures that provide for the prompt and equitable resolution of complaints from students and employees alleging sexual harassment.

The District shall, to the extent reasonably feasible, keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as is necessary to carry out the grievance process and as may otherwise be permitted by law.

Title IX sexual harassment complaints may include violations covered by Arizona's mandatory reporting statute, A.R.S. §13-3620. Any abuses classified by statute as "reportable offenses" must be reported as such to the authorities because not reporting a reportable offense is classified as a Class 6 Felony.

Retaliation Prohibited

Neither the District nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has in good faith made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

For Questions Regarding Title IX, please contact: Mr. Matthew Camacho Human Resource Director mcomacho@fesd.org 623-707-4528

Health Office

K-12 Immunizations

Students must have proof of all required immunizations, or a valid exemption, in order to attend school. Arizona law allows exemptions for medical reasons, lab evidence of immunity, and personal beliefs.

Exemption forms are available from schools and at http://azdhs.gov/phs/immunization/schoolchildcare/requirements.htm. Homeless students are allowed a 5-day grace period to submit proof of immunization records.

The immunization record for each vaccine dose must include the complete date and the doctor or clinic name.

The statutes and rules governing school immunization requirements are: Arizona Revised Statutes 15-871-874; and Arizona Administrative Code, R9-6-701-708 Arizona Revised Statutes 15-871-874; and Arizona Administrative Code, R9-6-701-708.

4 - 6 Years Old and attendance in Kindergarten or 1st grade	7 - 10 Years Old	11 Years and Older
after the previous dose. child's 4th birthday and a	Only 3 doses are required if the 3 t least six (6) months after the 2	3rd dose was received on/after the
was given more than 4 da	ays before 1st birthday.	
5 doses of DTaP The final dose of tetanus-diphtheria containing vaccine must be received at/after four (4) years of age and at least six (6) months after the previous dose. Only four (4) doses are required if the 4th dose was received on/after four (4) years of age; in certain situations an additional dose may be required, up to a maximum of six (6) doses (before age seven [7]).	4 doses of tetanus- diphtheria-containing vaccine (or combination of DTaP, Td or Tdap doses). At least one (1) dose at/after four (4) years of age and at least six (6) months from previous dose. 3 doses (with 1 at/after 4 years) is acceptable if the first dose was given on/after 1st birthday; otherwise refer for an additional dose.	1 dose of Tdap is required If the student does not have a Tdap but received a dose of tetanus- diphtheria-containing vaccine within the past five (5) years, refer for the adolescent Tdap dose when five (5) years has passed since that dose. If a student has received 1 valid dose of adolescent Tdap (age ten [10] years or older), no further doses are needed. Students must have a minimum series of four (4) doses of tetanus-diphtheria- containing vaccine; 3 doses acceptable if the 1st dose was
	and attendance in Kindergarten or 1st grade 3 doses The final dose of HepB m the 3rd dose was received 4 doses The final dose of polio mu after the previous dose. Child's 4th birthday and a needed to meet requirem 2 doses Minimum recommended was given more than 4 da MMR and Varicella must 1 dose Minimum recommended required if the 1st dose w 5 doses of DTaP The final dose of tetanus-diphtheria containing vaccine must be received at/after four (4) years of age and at least six (6) months after the previous dose. Only four (4) doses are required if the 4th dose was received on/after four (4) years of age; in certain situations an additional dose may be required, up to a maximum of six (6) doses (before age seven	and attendance in Kindergarten or 1st grade 3 doses The final dose of HepB must be given at 24 weeks of age of the 3rd dose was received at or after 24 weeks of age; othe 3rd dose was received at or after 24 weeks of age; othe 3rd dose was received at or after 24 weeks of age; othe 3rd dose was received at or after 4 years of after the previous dose. Only 3 doses are required if the 2rd child's 4th birthday and at least six (6) months after the 2rd needed to meet requirements. 2 doses Minimum recommended age for dose #1 is 12 months. A was given more than 4 days before 1st birthday. MMR and Varicella must be given on the same day or at least of the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was given at 13 years of age or old the 1st dose was g

	given on/after 1st birthday.
	1 dose of MenACWY is required.
MenACWY or MCV4 Quadrivalent Meningococcal	A dose administered at 10 years of age will meet the requirement.

Please review the Arizona Immunization Handbook for Schools and Child Care Programs along with the Vaccine Flowchart Resource for further information and details about school immunization requirements and exemptions.

Vaccines must follow Advisory Committee on Immunization Practices (ACIP) minimum intervals and ages to be valid.

The four (4)-day grace period only applies to vaccine-administration minimum age and intervals. Refer to the Handbook for questions.

Medications

When a student must take medication during school hours, school personnel may assist under the following conditions:

The medication must be in its original container. The pharmaceutical label must be on the container of any prescription drug. The parent or legal guardian must provide written direction to the school personnel at the school where the medication is to be administered. The direction must be signed and dated by the parent or guardian. Student medications shall be kept in the school's health office. Provisions may be made for students to carry asthma inhalers or similar aids under limited circumstances...

Exceptions:

- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications, including auto-injectable epinephrine provided the pupil's name is on the prescription label on the medication container or device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student shall notify school staff as soon as possible following the use of the medication.
- For breathing disorders, handheld inhaler devices may be carried for self-administration provided the pupil's name is on the prescription label on the medication container or on the handheld inhaler device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration.
- Students with diabetes who have a diabetes medical management plan provided by the student's parent or guardian, signed by a licensed health professional or nurse practitioner as specified by A.R.S. 15-344.01, may carry appropriate medications and monitoring and equipment and self-administer the medication.

McKinney-Vento Homeless Students

Students are considered homeless if they are:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations
- Doubled up with friends or relatives because they cannot find or afford housing

If children are homeless, they have certain rights and protections under the McKinney-Vento Homeless Education Assistance Act

These protections include the right to:

- Go to school, no matter where they live or how long they have lived there
- Be enrolled immediately without birth certificates, immunizations, or school records
- Attend school while the school arranges for the transfer of school and immunization records or any other required documents

- Enroll in school without giving a permanent address
- Schools cannot delay enrollment
- Continue in the school they attended before becoming homeless or the school they last attended
- Receive transportation to and from the school they attended before becoming homeless or the school they last attended, if requested

Best Interest of the Homeless Student: In determining the best interest of the homeless student, the school shall:

- A. To the extent feasible, keep a homeless student in the school of origin, except when doing so is contrary to the wishes of the student's parent or guardian;
- B. Provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, if the homeless student is sent to a school other than the school of origin or a school requested by the parent or guardian; and
- C. In the case of an unaccompanied youth, the liaison for homeless students shall assist in placement or enrollment decisions, considering the views of such unaccompanied youth, and providing notice to such student of the right to appeal.

If you have questions or concerns, please contact your local school office.

Food and Nutrition

The school food service program is an essential part of the complete educational program. Based on the belief that a well-nourished student is better prepared to receive the instruction of the school day, the Food and Nutrition Department plays a necessary role in each school's educational team. Our goal is to help children develop healthy, lifelong habits necessary to promote health and learning.

We provide nutritious meals at affordable prices. We accept payments online via Titan Family Portal. Student Meal Pricing

Breakfast: Free Lunch:Free

Reduced Lunch: Free

Adult Meal Pricing Breakfast: \$1.75 Lunch: \$2.85

Fowler Elementary School District participates in the Community Eligibility Provision (CEP). This means that, your child(ren) will receive free breakfast and lunch meals every day. FESD will continue offering healthy meals for all students at no cost. No further action is required of you. You do not have to pay a fee or submit an application.

For questions or more information please contact our Food and Nutrition department via email to foodservice@fesd.org or call (623) 707-2059.

Parent Liability

Upon complaint of the Governing Board, the parents or guardians of minors who damage school property shall be liable for all damages caused by their children (ARS §15-842B).

Visitor/Guest Passes

Any person other than a student or employee of the school must obtain a visitor's pass from the school office. All visitors will be asked to sign in and may be asked to show a form of I.D. to enter the school. The school administration has absolute discretion as to the issuance of visitor passes.

Volunteers

Volunteerism is encouraged and supported (A.R.S. 15-102). Volunteers can make many valuable contributions to the students and educational programs of the District. A volunteer program is approved subject to suitable rules, safeguards, and regulations as developed by the Superintendent. Please contact your site administrator for questions or more information.

Transportation

Bus Information

Regular school bus transportation is provided to and from school for the following categories:

- Students with disabilities who require transportation, as indicated in their respective individual education programs.
- Students living within a one (1) mile radius of the school where hazardous or difficult routes exist and where other arrangements cannot be provided.
- Students who are residents within a school attendance area and:
 - 1. If common school students, live more than one (1) mile from the school.
 - If high school students, live more than a mile and a half (1 1/2) from the school.
- Transportation for pupils who do not reside within an established school attendance area, limited to no more than twenty
 (20) miles each way to and from the school of attendance or to and from a pickup point on a regular transportation route or
 for the total miles traveled each day to an adjacent school for eligible nonresident pupils who meet the economic eligibility
 requirements established under the National School Lunch and Child Nutrition Acts (42 United States Code sections 1751
 through 1785) for free or reduced-price lunches.
- Transportation for homeless students to their school of enrollment, if it is the school of origin, will be arranged as needed by the school liaison for homeless students.

For questions or more information please contact our Transportation department: For routing questions call (623) 707-4538 or for our Dispatch office call (623) 707-4537

Student Bus Conduct

Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior. When a student fails to practice proper conduct, the bus driver will inform the principal of the misconduct, which may then be brought to the attention of the parents. Our bus drivers are the adult authority on our buses and students need to listen to them. The bus driver is the designated adult authority on the bus and is responsible for maintaining a safe environment. Students are required to follow the bus driver's instructions at all times.

Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.

Field Trips

For questions regarding field trips and field trip eligibility please contact your school administrator.

Instructional Employee Resumes

Instructional Employee Resumes are available for inspection by parents. Requests to review resumes can be made to school principals. Such information shall not include teacher address, salary, social security number, and telephone or other personally identifiable information as determined by the District.

Nondiscrimination Statement

It is the policy of the Fowler School District to maintain a nondiscriminatory learning environment and to ensure that students are free from discrimination in any District program or activity on the basis of race, color or ethnicity, national origin, gender, religion or disability.

- 1. The District affirms its intent to comply with all federal and state law in relating to the prevention of discrimination.
- 2. Lack of English language skills shall not be a barrier to admission and participation in District programs.
- With respect to Title IX issues (gender-based discrimination), the Curriculum Director is the District's Title IX officer. If
 you have questions that cannot be answered at your school, please contact the Curriculum Director at 1617 S. 67th
 Avenue, Phoenix, AZ 85043. Phone 623-707-4500.
- 4. With respect to Title VI issues (race, color, ethnicity or national-origin based discrimination), Curriculum Director is the District's current title VI officer. If you have questions that cannot be answered at your school, please contact the Curriculum Director at 1617 S. 67th Avenue, Phoenix, AZ 85043. Phone 623-707-4500.
- Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 provide protections against discrimination on the basis of a disability. If you have questions, please contact the Special Education Director at 1617 S. 67th Avenue, Phoenix, AZ 85043. Phone 623-474-7260.

6. Any student who knowingly makes false accusations of discrimination may be subject to disciplinary action.

K-8 FESD Discipline Matrices

Student Due Process - Suspension/Expulsion Disciplinary Process Discipline

Discipline is administered by the principal/designee, the faculty and the staff.

Referral

Students will be referred to the principal/designee for infractions outlined in the Student and Parent Handbook and when their disruptive behavior interrupts the educational process.

Due Process

Students in the District have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students must:

- 1. Be informed of accusations against them
- 2. Have the opportunity to accept or deny the accusations
- 3. Have explained to them the factual basis for the accusations
- 4. Have a chance to present an alternative factual position if the accusation is denied

All discipline referrals submitted to the school administration/designee will begin with a conference with the student. If a student requests to have a parent/guardian contacted, the school will make reasonable efforts to contact the parent/guardian. In the case of suspensions/expulsions, a parent/legal guardian will be notified of consequences by a personal phone call, accompanied by a written referral form. If attempts to notify a parent/legal guardian by telephone are unsuccessful, a parent/guardian will be notified by written referral form only. Parent/legal guardian involvement is an important part of the discipline at all levels.

The extent of the due process required will depend upon the severity of the infraction and the related consequence. Campus administrators may use their on-campus reassignment program as a disciplinary action in lieu of off-campus suspension for designated infractions.

Short-Term Suspension

If the principal/designee decides that the alleged misconduct warrants a consequence of a suspension for 10 days or less, the principal/designee shall give the student an informal due process hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights, including the opportunity to present to the principal/designee their defense or position concerning the alleged violation. At the conclusion of the investigation, the principal/designee, upon the basis of all facts and information learned, shall determine if the student committed a conduct violation. If the student is found to have committed a violation, a consequence or suspension may be imposed for a period of time, not to exceed 10 days. If a suspension is imposed, the principal/designee imposing the suspension shall keep a record of the aforesaid proceedings. A parent may request a campus administrative review of the discipline data and decision to suspend. Homework may be provided at the request of the parent. There is no level of appeal higher than the principal for a suspension of 10 days or less.

Long-Term Suspension

If the principal/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be a suspension in excess of 10 days or expulsion, the accused student shall be afforded their due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the student with an act of misconduct, which may result in a suspension in excess of 10 days or an expulsion. When a student is charged by the principal/designee with misconduct, which may result in long-term suspension or expulsion, the parent/legal guardian of the student shall be informed within a reasonable time period by telephone or letter of the charges against the student.

The suspension shall be in accordance with pertinent Arizona Revised Statutes. The ability to make up work for credit during long-term suspension is at the discretion of the hearing officer or the Governing Board and will only

be allowed in exceptional Circumstances.

- If a school administrator believes that a long-term suspension may be warranted as a result of alleged
 misconduct of a student, the administrator/designee will notify the parent/legal guardian in writing. The
 school administrator/designee shall also notify the district office to schedule a long-term suspension
 Hearing.
- If a long-term suspension hearing is scheduled, the District will deliver, or send by certified mail, notice
 of the hearing to the student's parent/legal guardian at least five (5) working days prior to the hearing.
 The notice shall contain:
 - o The time, date and place of the hearing.
 - o The name of the hearing officer.
 - o A description of the alleged misconduct, the standard of student conduct allegedly violated and the proposed discipline.
 - o A copy of Policy 10.44 and A.R.S. §15-840 through §15-844.
 - o A statement that the student and their parent/legal guardian are entitled to various procedural rights as described in this policy.
 - o A statement that notice must be given to the superintendent/designee at least 24 hours before the hearing if the student or their parent/legal guardian will have an attorney present.

The hearing shall be held at the time and place stated in the notice, unless all interested parties agree otherwise. In the event the District is unable to contact the parent/legal guardian after taking reasonable steps to do so, the District may proceed to hold a hearing or take other steps regarding the discipline of the student. When proper notice has been given and the student/parent fails to appear at the hearing, the hearing may proceed; the student may be found responsible in absentia.

At the conclusion of the hearing, the hearing officer shall determine whether discipline will be imposed, and, if deemed appropriate by the hearing officer, a long-term suspension may be imposed immediately. Written confirmation of the hearing officer's decision shall be mailed or delivered to the student's parent/legal guardian within five (5) working days after the hearing.

A copy of the written decision shall be delivered or mailed to the superintendent. If the decision is to impose a long-term suspension, the written decision shall:

- Name the student.
- Describe the behavior that resulted in the long-term suspension.
- State the duration of suspension and the date the student is allowed to return to school.
- Inform the parent/legal guardian about suspension appeal procedures. Absent extenuating circumstances, once a due process hearing has concluded, no new testimony or documents may be presented.

The decision and appeal procedure, if applicable, upon conclusion of the hearing will be as follows:

- Upon the conclusion of a hearing by a hearing officer, in which a decision of long-term suspension is
 made, the decision may be appealed to the Board. To arrange such an appeal, the parent(s) of the
 suspended student or the student must deliver to the Superintendent a letter directed to the Board within
 five (5) working days after the written decision of long-term suspension has been mailed. The letter must
 describe, in detail, any objections to the hearing or the decision rendered.
- The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment.
- The decision of the Board is final.

Suspension Due to Clear and Present Danger

If in the best judgment of the principal/designee, after reasonable investigation, the facts indicate that the presence of the alleged offender constitutes a clear and disruptive influence to the educational processes on campus, the principal/designee may suspend the student from the school pending an investigation, due process and disposition of the case.

Expulsion

The hearing officer may recommend that a student be expelled from the School District. That recommendation

will be forwarded to the Governing Board, who will act on it.

Parent/legal guardian may appeal the recommendation for expulsion based on one of the following reasons:

- If the recommendation is appealed by either the student/parent or administration within this time period, a Governing Board meeting will be scheduled to review the appeal. The student/parent will be given written notice of the date, time and place of the meeting at least five (5) days prior to the meeting. The Board will consider the matter in executive session, unless the student/parent requests an open meeting. The Governing Board will expect the student and parent to attend the meeting to answer any questions that members may have regarding the appeal.
- Each Board member present at the meeting will review the hearing officer's written findings of fact, conclusion and recommendation together with the written appeal. A Board member may allow for the student/parent and the administration to present their positions and may question the student/parent or the administration. Unless specifically requested by the Board member, no new evidence will be heard by the Board.
- The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action. The Board may grant a new hearing, take the matter under advisement or take further action deemed necessary.

The decision of the Board is final and binding. If an expulsion is imposed, it will take effect after the Board considers the hearing officer's recommendation and determines that expulsion is the appropriate disciplinary action.

Readmission

Once a student is expelled, the student's parent/legal guardian may request that the student be readmitted no sooner than one year after the date of the expulsion. The readmission of an expelled student can only be granted by the Governing Board, in its discretion, and may begin the semester following the decision to readmit.

Student Disciplinary Record-Keeping

Each principal or designee shall keep and retain complete records of student disciplinary actions and procedures. Records regarding student disciplinary actions shall be retained for at least four years after graduation or withdrawal. The kinds of disciplinary actions for which an accounting shall be kept shall include, but not be limited to, suspension, placement in special classes and referrals of cases to police and juvenile authorities. The accounting for students subject to disciplinary action shall contain an entry of:

- Student's full name.
- Time, place and date of the offense or offenses, behavior observed.
- Specific measures taken by person(s) reporting the offense to affect an adjustment, including the specialized help secured before referral (i.e., conferences with parent/legal guardian, conference with principal, conferences with other school personnel, etc.).
- Final disposition of the case.
- Name of person(s) imposing the action or actions.
- Statement of clarification by student or parent/legal guardian if either wishes.

Principal/Designee Review

In case of a discipline consequence other than a long-term suspension or expulsion, the student/parent may request, in writing, a review of the situation/discipline from the principal/designee. Once the principal/designee reviews the stated concern(s), the principal/designee shall notify the student/parent of the final determination.

Student Conduct

A student shall be defined as any person who is enrolled in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District.

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. §13-2911 and §15-841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.

- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled Premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting
 in performance of their duties, and failure to identify themselves to such officials or officers when lawfully
 requested to do so.
- Knowingly committing a violation of District rules and procedures. Proof that an alleged violator has a
 reasonable opportunity to become aware of such rules and procedures shall be sufficient proof that the
 violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and procedures focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and procedures may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense as defined in A.R.S. §13-604(V)(4), involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school Property.

The authority of the Superintendent to establish procedures covering students may be delegated to principals for their individual schools.

Infractions and Due Process

- An administrator may choose any or all of the consequences between minimum and maximum or an alternative, depending on severity of the infraction.
- An underlined infraction or consequence indicates that an administrator may opt to use an on-campus reassignment as a possible disciplinary action in lieu of off-campus suspension depending on grade level.
- K-2 includes all students under the age of 7 only.
- Parent notification should take place for infractions receiving consequences.
- If the infraction occurs on the bus, a suspension or termination of bus-riding privileges may be assigned in lieu of, or in addition to the consequences outlined in the matrix for that infraction.
- The principal is the highest level of appeal for a suspension of 10 days or less.
- An asterisk (*) indicates that a police report and/or CPS report may be filed.
- TMT = Threat Management Team
- SUS = Suspension
- Confiscation may occur of any item that is not allowed on campus and/or part of an investigation

Infraction	K-2	3-5	6-8	
	An administrator may choose any or all of the consequences between minimum and maximum or an alternative, depending on severity of the infraction or if this is multiple times repeating an			
	. ,	infraction or infractions	,	

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*Aggravated Assault - Mandatory TMT An assault (as defined below) accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school-related activity. (A.R.S. § 13-1204)	Parent Conference Alt. Conseq - 1-3 Day SUS	Parent Conference Alt. Conseq - 3-5 Day SUS Restitution	5-10 Day SUS -Long-Term SUS - Expulsion Restitution
*Alcohol (Use/Possession/Under the Influence, Distribution/Sale) Use, possession, or being under the influence of alcohol on school property, at school sponsored events, and on school sponsored transportation. Sale or Distribution of Alcohol is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) alcohol as defined above on District property, at a District-sponsored event, or on District-provided transportation.	Parent Conference Confiscation Alt. Conseq - 1-3 Day SUS	Parent Conference Confiscation - 3-5 Day SUS	5-10 Day SUS - Long-Term SUS
*Arson (Occupied/Unoccupied) * Possible TMT Knowingly damaging a structure or property (either occupied or unoccupied) by causing a fire or explosion. (A.R.S. § 13-1704, A.R.S. § 13-1701)	Parent Conference Alt. Conseq - 1-3 Day SUS	Parent Conference Alt. Conseq - 1-5 Day SUS Restitution	10 Day SUS - Long-Term SUS/ Expulsion Restitution
*Assault • Possible TMT (1) Intentionally, knowingly or recklessly causing any physical injury to another person; (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. § 13-1203)	Parent Conference Alt. Conseq - 1-3 Day SUS	Parent Conference Alt. Conseq Up to 10 Day SUS Restitution	5 Day SUS - Long-Term SUS Restitution
Bullying Repeated acts over time that involve a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical in form (i.e., pushing, hitting, kicking,	Parent Conference Alt. Conseq -	Parent Conference Alt, Conseq Up to 10 Day SUS	5 Day SUS - Long-Term SUS Restitution

spitting, stealing); verbal (i.e., making threats, taunting, teasing, name-calling); or psychological (i.e., social exclusion, spreading rumors, manipulating social relationships). Cyber-bullying includes bullying through use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.			
Bus Violation Failure to comply with rules established for bus riders, such as changing seats, keeping aisles clear, bringing dangerous items (animals, glass, skateboards, etc.), putting any body parts out the window, eating, throwing objects, or tampering with/opening emergency exits.	Parent Conference Detention Alt. Conseq Bus Suspension	Parent Conference Detention Alt. Conseq. Bus Suspension Alt. Conseq. 1-3 Day SUS	Detention Bus Suspension 1-5 Day SUS Loss of transportation

All students in Fowler Elementary School District No. 45 who ride buses are subject to policies and regulations designed to provide safe transportation. These policies and regulations (contained in Governing Board Policy EEAE, EEAE-E, and EEAD-R) are available for review on campuses and at the District Office. Any behavior which distracts the driver is considered a serious hazard to the safe operation of the bus, and as such jeopardizes the safety of all passengers, the driver, and others. Please remember that riding the bus is a privilege, not a right, and as such the consequences of misconduct could result in your child being denied transportation. Furthermore, be advised that a student suspended from riding the bus is also prohibited from riding buses on field trips and for other activities, and may therefore be denied the opportunity to participate on such trips. Suspension of bus riding privileges does not relieve parents of the responsibility of sending a child to school. Section 15-805 (a) AZ Revised Statutes reads – Every person who has custody of a child between the ages of six and sixteen years shall send the child to a public school for the full-time school is in session within the district which the child resides. Each of these rules is considered extremely crucial to the safe operation of our school buses, and has been established by the School Governing Board under Policy EEAE and in accordance with Article 1, Chapter 9, Title 17, Arizona State Administrative Code, as a way to protect all children. It is therefore imperative that your child follow these rules.

Cheating or Plagiarism Includes the act of intentionally using information or property of another, or knowingly sharing academic information to gain an unfair advantage. To steal and pass off the ideas or words of another as one's own. This includes the unauthorized use of electronic devices.	Parent Conference Detention Alt. Conseq.	Parent Conference Loss of Credit for Assignment Detention Alt. Conseq 1 Day SUS	Loss of Credit for Assignment Detention 1-3 Day SUS- 3-5 Day SUS-
*Combustibles (Use/Possession/Distribution/Sale) Includes objects that are readily capable of causing bodily harm or property damage, i.e. matches, lighters, firecrackers, gasoline, and lighter fluid.	Parent Conference Confiscation Detention Alt. Conseq 1-3 Days SUS	Parent Conference Confiscation Detention Alt. Conseq 1-3 Day SUS- 5-10 Day SUS	Confiscation Detention 3-5 Day SUS - 5-10 Day SUS - Long-Term SUS Expulsion
Contract Violation Fallure to comply with guidelines of an agreed upon contract	Parent Conference Detention	Parent Conference Detention	Detention 3 - 5 Day SUS - 5-10 Day SUS

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-			1-3 Day SUS	· •
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	CONTRACTOR		······································	

Infraction	K-2	3-5	6-8
	An administrator may choose any or all of the consequences between minimum and maximum of alternative, depending on severity of the infraction this is multiple times repeating an infraction or infra-		maximum or an e infraction or if
*Dangerous Instruments (Use/Possession/Distribution/Sale) - Possible TMT Includes items that are used, attempted or threatened to be used, and/or is readily capable of causing death or physical injury to any person. Dangerous instruments include, but are not limited to, airsoft guns, B.B. guns, knife with a blade length less than 2.5 inches, laser pointer, letter opener, mace, paintbail gun, pellet gun, razor blade or box cutter, simulated knife, Taser/stun gun, pepper spray or tear gas, or other dangerous items Sale or Distribution of Dangerous Instruments is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) dangerous instruments on District property, at a District-sponsored event, or on school sponsored transportation. (A.R.S. § 13-105.12)	Parent Conference Confiscation Detention Alt. Conseq. 1-3 Day SUS	Parent Conference Confiscation Detention Alt. Conseq. 1-3 Day SUS 3 - 5 Day SUS	1 - 5 Day SUS - 5-10 Day SUS - Long-Term SUS Expulsion
<u>Defiance/Insubordination</u> Refusal to comply with school rules and regulations, refusal to obey reasonable directions or instructions of school personnel, or refusal to identify self when requested to do so. This includes failure to cooperate with school personnel when a reasonable search is needed.	Parent Conference Detention Alt. Conseq	Parent Conference Detention Alt. Conseq 1 -3 Day SUS- 5-10 Day SUS	Detention 1-3 Day SUS 5 - 10 Day SUS - Long-Term SUS
Disrespect (verbal) Offensive language, talking back, derogatory comments, or treating District personnel or any others with contempt or rudeness.	Parent Conference Detention Alt. Conseq	Parent Conference Detention Alt. Conseq 1-3 Day SUS- 3-5 DaySUS - 5-10 Day SUS	Detention 1 - 3 Day SUS- 3 - 5 Day SUS- 5-10 Day SUS- Long-Term SUS
*Disorderly Conduct • Possible TMT Any act which substantially disrupts the orderly conduct of a school function, or behavior which substantially disrupts the orderly learning environment. (A.R.S. § 13-2904)	Parent Conference Detention Alt. Conseq	Parent Conference Detention Alt. Conseq 1-3 Day SUS- 5 Day SUS - 10 Day SUS	1- 3 Day SUS - 3-5 Day SUS 5-10 Day SUS- Long-Term SUS

Infraction	K-2	3-5	6-8
	An administrator may choose any or all of the consequence between minimum and maximum or an alternative, depending on severity of the infraction or if this is multiple times repeating an infraction or infractions		
<u>Disruption</u> Creating disturbances in class, on campus or at			

school-sponsored events. Continual or repeated disruptions may warrant more severe consequences (dialing 911)	Conference Parent Conference Detention Alt. Conseq	Conference Parent Conference Detention Alt. Conseq 1 - 3 Day SUS- 3 -5 Day SUS - 10 Day SUS	Conference Parent Conference / Detention 1 - 3 Day SUS - 3 -5 Day SUS - 5-10 Day SUS Long-Term SUS
*Ditching/Unauthorized Absence/Truancy/Leaving Campus without Authorization An unexcused absence for at least one class period during the school day or when a student is absent from school during the hours school is in session, unless excused pursuant to A.R.S. § 15-802. Also known skipping class/school. Fowler schools are closed campuses which means that students must remain on the school campus, attend all assigned classes and lunch periods unless otherwise authorized by school administration.	Parent Conference Detention Alt. Conseq.	Parent Conference Detention 1 Day OCR 1 Day SUS	Detention 1 - 3 Days OCR 3- 5 Day SUS
*Dress Code Violation All students attending Kindergarten through eighth grade in the Fowler District are required to wear school uniforms. The clothing may not be altered in a manner that includes, but is not limited to, slits or shredded hems, logos, other than the school mascot or is disruptive to the educational process. Bare midriffs are not allowed. Some exceptions may be allowed due to religious reasons.	Parent Conference	Parent Conference Detention Alt. Conseq.	Parent Conference Detention Alt. Conseq. 1 - 3 Day SUS -
*Drug Paraphernalia Includes any apparatus or equipment used, including anything that looks like apparatus or equipment used or that can be used, intended for use or designed for use in the act of smoking, injecting, ingesting, inhaling or otherwise introducing into the human body a drug on District property, at District-sponsored event or on District sponsored transportation (A.R.S.§ 13-3415 F.1.) Examples included, but are not limited to: rolling papers, pipes, electronic cigarette devices/vapes or products.) Also includes any items which are used to store, package or maintain any drug or tobacco substance. If any such paraphernalia includes drug or tobacco residue, the residue will be considered a drug or tobacco pursuant to the definitions for each.	Parent Conference Confiscation Alt Conseq Confiscation 1-3 Day SUS	Parent Conference Confiscation Alt Conseq 1-3 Day SUS 3 -5 Day SUS - 10 Day SUS	Confiscation 5 Day SUS - 10 Day SUS - Long-Term SUS Confiscation Expulsion

Infraction	K-2	3-5	6-8
	An administrator may choose any or all of the consequen between minimum and maximum or an alternative, depending on severity of the infraction or if this is multip times repeating an infraction or infractions		n or an alternative, on or if this is multiple
<u>Drugs</u> (Over The Counter) Over-the-counter, non-prescription pharmaceuticals fall into this definition, unless the student has complied with the District's policy for such medication.	Parent Conference Confiscation Alt Conseq Confiscation 1-3 Day SUS	Parent Conference Confiscation Alt Conseq 1-3 Day SUS 3 -5 Day SUS - 10 Day SUS	Confiscation 5 Day SUS - 10 Day SUS - Long-Term SUS - Expulsion

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*Drugs (Sale / Distribution) Sale or Distribution is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) drugs, paraphernalia, over the counter drugs, or anything presented as a drug on District property, at a District-sponsored event or on transportation. See drug definition below) (A.R.S.§ 13-3415 F.1.)	Parent Conference Confiscation Alt Conseq Confiscation 1-3 Day SUS	Parent Conference Confiscation Alt Conseq 1-3 Day SUS 3-5 Day SUS - 5-10 Day SUS	Confiscation 10 Day SUS - Long-Term SUS - Expulsion
*Drugs (Use, Possession, Under the Influence) Chemical substance, narcotics, prescription or non-prescription medications, vapor products which include electronic devices/vapes or other vaping products (cartridges) inhalants, controlled substances or substances that students represent to be chemical substances, narcotics or controlled substances on District property, at a District-sponsored event, or on sponsored transportation. Supplements and/or nutritional supplements shall be considered a look-alike drug. The term "drugs: includes anything that looks like drugs or which is presented as drugs. Drug residue is also considered a "drug." (A.R.S.§ 13-3415 F.1.)	Parent Conference Confiscation Alt Conseq 1-3 Day SUS	Parent Conference Confiscation Alt Conseq 1-3 Day SUS 3 -5 Day SUS - 5-10 Day SUS	Confiscation 5 - 10 Day SUS - Long-Term SUS Expulsion
Electronic Devices Includes cell phones, hand-held devices, media players, watches, earbuds or other electronic items. These items must be in the off position and not be displayed for use during the school day from bell to bell, unless otherwise directed by a staff member for instructional purposes or for use as an educational resource. Electronic Devices may not interfere with the learning, safety or well-being of others. The District is not responsible for the loss, damage and/or theft of any of these types of devices.	Parent Conference Confiscation Student Pick up Confiscation Parent Pickup Detention	Parent Conference Confiscation Student Pick up Confiscation Parent Pickup Detention	Confiscation Student Pick up Parent Pickup Detention 1 - 3 Day SUS

Infraction	K-2	3-5	6-8
	An administrator may choose any or all of the consequent between minimum and maximum or an alternative, depend on severity of the infraction or if this is multiple times repeat an infraction or infractions		n alternative, depending multiple times repeating
*Endangerment • Possible TMT Recklessly or intentionally creating, engaging in, encouraging or failing to report any potential unsafe, dangerous or hazardous situation. Endangerment can include a risk to the health, safety and welfare of students and staff. Endangerment can include risk of injury, harm and death. Consequences depend on the potential severity of the	Parent Conference Detention Alt Conseq 1-3 Day SUS	Parent Conference Detention Alt Conseq- 1 - 3 Day SUS- 3 - 5 Day SUS - 5-10 Day SUS	Detention 1 - 3 Day SUS 3 - 5 Day SUS - 5-10 Day SUS- Long-Term SUS- Expulsion

Infraction	K-2	3-5	6-8
*Fire Alarm Misuse Intentionally ringing the fire alarm when there is no fire.	Parent Conference Detention Alt Conseq	Alt Conseq. 1 Day SUS. 3 Day SUS 10 Day SUS Long-Term SUS	5 - 10 Day SUS- Long-Term SUS - Expulsion
*Fighting (with weapon/without weapon) Mutual participation in an incident involving physical violence, where there is no major injury.	Parent Conference Detention Alt Conseq	1 Day SUS. 3 Day SUS 10 Day SUS Long-Term SUS	5 - 10 Day SUS- Long-Term SUS - Expulsion
Failure to Follow School Rules School policies, rules, and procedures as outlined by the school and the district are to be followed and complied to by all students.	Parent Conference Detention Alt Conseq	Parent Conference Detention Alt Conseq 1 - 3 Day SUS 3 - 5 Day SUS - 5-10 Day SUS	Detention 1 - 3 Day SUS 3 - 5 Day SUS - 5-10 Day SUS
*Extortion The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner, by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations. (A.R.S.§ 13-1804)	Parent Conference Detention Alt Conseq	Parent Conference Detention Alt Conseq 1 - 3 Day SUS- 3 - 5 Day SUS - 5-10 Day SUS	3 - 5 Day SUS- 10 Day SUS- Long-Term SUS
endangerment. Consequences depend on the direct or indirect involvement of the endangerment, including acting as an accessory. (A.R.S. § 13-1201)			

Infraction	K-2	3-5	6-8
	consequence alternative, o	inistrator may choose a es between minimum a depending on severity o e times repeating an infi	nd maximum or an fithe infraction or if
*Firearm (Use/Possession/Distribution/Sale) • mandatory TMT Any weapon that is designed to (or may be readily converted to) expel a projectile by an explosive, or by the action of an explosive. This includes any handguns, pistol, revolver, rifle, shotgun. Any destructive device, which includes: any explosive, incendiary, or poison gas, bombs, grenades, mines, rockets, missiles, pipe bombs, firearms or similar devices designed to explode and capable of causing bodily harm or property damage. Sale or Distribution of Firearms is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a District-sponsored event, or on District provided transportation. (A.R.S. § 13-3111, §13-3101)	Parent Conference Detention Alt Conseq 1-3 Day SUS	Parent Conference Alt Conseq 3 - 5 Day SUS- 5-10 Day SUS- Long-Term SUS- Expulsion	Long Term Suspension - Expulsion
*Forgery/Falsification The act of falsely or fraudulently making or altering a document or a verbal, written or electronic communication, or any verbal or written communication that is intentionally false or fraudulent (i.e., dishonesty	Parent Conference Detention	Parent Conference Detention	Detention - 1-5 Day SUS - 5-10 Day SUS

or lying, filing a false report).	Alt Conseq	Ait Conseq Detention 1- 3 Day SUS	
<u>*Gambling</u> Is to risk money or anything of value on the outcome of anything involving chance.	Parent Conference Detention Alt Conseq	Parent Conference Detention Alt Conseq Detention 1- 3 Day SUS	Detention - 1-5 Day SUS - 5-10 Day SUS
*Gang Activity/Negative Group Affiliation An activity or affiliation of an ongoing loosely organized association of two or more persons, whether formal or informal, that has a common name, signs, symbols or colors, and whose members engage, either individually or collectively, in negative group activity.	Parent Conference Detention Alt Conseq	Parent Conference Detention Alt. Conseq - 1 - 3 Day SUS - 5-10 Day SUS	3 - 5 Day SUS- 5-10 Day SUS - Long-Term SUS- Expulsion

Infraction	K-2	3-5	6-8
	consequence alternative, de	epending on severit	e any or all of the n and maximum or an y of the infraction or if infractions
*Harassment The intentional behavior by a student or group of students that is disturbing or threatening to another individual or group of individuals. Intentional behaviors that characterize harassment include, but are not limited to stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs, graphics, and Social media posts. (A.R.S. § 13-2921)	Parent Conference Mediation Detention Alt. Conseq	Parent Conference Mediation Detention Alt Conseq. 1 -3 Day SUS- 3-5 Day SUS	Parent Conference Mediation Detention 1 -3 Day SUS- 3-5 Day SUS- 5-10 Day SUS- Long-Term SUS- Expulsion
*Hate/Bias Related Incidents Any written, oral, physical or electronic communication that one could reasonably conclude was motivated, in whole or in part, by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics. Examples of bias/hate related incidents include age, ancestry or ethnicity, disability, economic status, gender, height or weight, immigration or citizenship status, marital status, race, religion or religious practices, or sexual orientation.	Parent Conference Detention Alt. Conseq.	Parent Conference Detention Alt Conseq 1 Day SUS - 3 Day SUS	1 -3 Day SUS- 3-5 Day SUS- 5-10 Day SUS- Long-Term SUS - Expulsion
Hazing Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, committed in connection with an initiation into an affiliation or membership in any organization that is affiliated with an educational institution or when the act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation. (A.R.S.§ 15-2301)	Parent Conference Detention Alt. Conseq.	Parent Conference Mediation 1 -3 Day SUS- 3 -5 Day SUS- 5-10 Day SUS	3 - 5 Day SUS- 5-10 Day SUS- Long-Term SUS
Horseplay/Roughhousing/Recklessness Includes rough, boisterous play or behavior.	Parent Conference Detention Alt. Conseq.	Parent Conference Detention Alt. Conseq. 1 - 3 Day SUS	Detention - 1 - 3 Day SUS - 3 - 5 Day SUS

Infraction	K-2	3-5	6-8
	An administrator may choose any or all of the consequences between minimum and maximum or an alternative, depending or severity of the infraction or if this is multiple times repeating an infraction or infractions		
*Indecent Exposure or Public Sexual Indecency Includes, but is not limited to, exposing private areas, consensual participation in any sexual act involving physical contact, touching private areas, depantsing (pulling pants down or off), pulling at another's underclothing. (A.R.S.§ 13-1402, § 13-1403)	Parent Conference Detention Alt. Conseq.	Parent Conference Detention 1-3 DaySUS- 5 Day SUS	5-10 Day SUS- Long-TermSUS- Expulsion
Instigation Includes provoking, antagonizing or failing to report a fight or other dangerous, inappropriate situations. Social media posting, spreading rumors, harmful gossip, recording/videotaping, and use of language or gestures that may incite another person or other people to fight are also considered forms of instigation.	Parent Conference Detention Alt. Conseq.	Parent Conference Detention Alt. Conseq 1-3 Day SUS- 5 Day SUS	1-3 Day SUS- 3-5 Day SUS- 5-10 Day SUS Long-Term SUS
Pass Violation The use of a pass for reasons other than specified including extended time out of class or eloping out of an assigned area.	Parent Conference Detention Alt. Conseq.	Parent Conference Detention Alt. Conseq 1-3 Day SUS- 5 Day SUS	Detention 1-3 Day SUS- 3-5 Day SUS- 5-10 Day SUS
Physical Aggression The act of tussles, minor confrontations, pushing, shoving, slapping, hitting, kicking or other physical provocation.	Parent Conference Detention Alt. Conseq.	Parent Conference Detention Alt. Conseq 1-3 Day SUS- 5 Day SUS	1-3 Day SUS- 3-5 Day SUS- 5-10 Day SUS Long-Term SUS

Infraction	K-2	3-5	6-8	
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An administrator may choose any or all of the consequences between minimum and maximum or an alternative, depending on severity of the infraction or if this is multiple times repeating an infraction or infractions

Public Display of Affection The act of kissing, hugging, fondling or touching in public that is beyond casual contact and which creates, or has the potential to create a disturbance.	Warning Parent Conference Detention Alt. Conseq.	Warning Parent Conference Detention Alt. Conseq.	Warning Parent Conference Detention 1 - 3 Day SUS 3-5 Day SUS
*Rape/Attempted Rape Intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.	Alt. Conseq	10 Day Suspension - Long Term SUS - Expulsion	Long Term SUS- Expulsion

*Robbery (With weapon/without weapon) The taking, or attempting to take, any property of another from his person or immediate presence and against his will. Such person threatens or uses force against any person with intent to either coerce surrender of property, or to prevent resistance to such a person taking or retaining property.	Parent Conference Alt. Conseq	Restitution Alt Conseq 1 -3 Day SUS- 3-5 Day SUS	Restitution 5-10 Day SUS- Long-Term SUS
Sale/Distribution of Personal Property The attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) personal property, goods or services on District property, at a school or District-sponsored event or on District provided transportation.	Parent Conference Detention Alt. Conseq	Confiscation Detention Alt Conseq 1-3 Day SUS	Confiscation 1-3 Day SUS - 3-5 Day SUS
*Sexual Harassment (With or Without Contact) • Possible TMT • Must go through HR Title IX process Sexual harassment includes unwanted physical contact of non-sexual body parts. It also includes the unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	Parent Conference Detention Alt. Conseq	Detention Alt. Consequ 1-3 Day SUS- 3-5 Day SUS- 10 Day SUS	3-5 Day SUS- 5-10 Day SUS- Long-Term SUS Expulsion

Infraction	K-2	3-5	6-8

An administrator may choose any or all of the consequences between minimum and maximum or an alternative, depending on severity of the infraction or if this is multiple times repeating an infraction or infractions

Sexual Materials Includes pictures, items, devices or electronic images that contain nudity or represent sexual activity that is offensive or disturbs the educational environment. This includes possession or distribution of pornographic materials.	Parent Conference Confiscation Detention Alt. Conseq	Parent Conference Confiscation Detention 1-3 Day SUS	Confiscation 1-3 Day SUS 3-5 Day SUS- 5-10 Day SUS- Long Term SUS Expulsion
Tardy The failure to be at a designated location at a specified time. This could include arriving to school late or leaving school early. Once a student has more than three tardies (excused or unexcused) in a semester, consequences will be assigned.	Parent Conference	Tardies 4 & 5: Notify Parent Student Conf Detention Tardies 6, 7 & 8: Notify Parent Student Conf	Tardies 4 & 5: Notify Parent Student Conf Detention Tardies 6, 7 & 8: Notify Parent Student Conf

After three tardies, the only allowable excused tardies are those that have supporting documentation.	Detention 1 Day ISS <u>Tardies 9 or greater:</u> Notify Parent Student Conf Up to 3 Day ISS	Detention 1 Day ISS Tardies 9 or greater: Notify Parent Student Conf Up to 3 Day ISS
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Infraction	K-2	. 3-5	6-8
	An administrator may choose any or all of the consequences between minimum and maximum or an alternative, depending a severity of the infraction or if this is multiple times repeating ar infraction or infractions		
*Technology Misuse The failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any District facility, including proxy use. (A.R.S. § 13-2316)	NA	Loss of Technology Use Privileges Restitution Alt. Conseq - 1-3 Day SUS	Loss of Technology Use Privileges Restitution 1-3 Day SUS - 3-5 Day SUS
*Technology/Computer Tampering Computer Tampering includes, altering, damaging, deleting or destroying a computer, computer hardware or software; introducing a computer contaminant into any computer, or network; causing the disruption of a computer or network. (A.R.S. § 13-2316)			
*Theft The taking of property that belongs to another without personal confrontation, threat, violence or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school.	Parent Conference Restitution Detention Alt. Conseq	Parent Conference Restitution Detention Alt, Conseq 1- 3 Day SUS	Restitution Detention 1-3 Day SUS- 3-5 Day SUS- 5-10 Day SUS
NOTE: The District is NOT responsible for the loss, theft or damage of ANY personal items brought to school, including but not limited to, musical instruments, radios, headphones, cell phones, iPods, iPads, (any and all electronic devices), bicycles, etc. Any loss, theft or damage to any personal items will not be covered by District liability insurance.			Long-Term SUS

Infraction	K-2	3-5	6-8	
to Paris, a plant of the constant of the Paris of the Constant	An administrator may choose any or all of the consequences between minimum and ma or an alternative, depending on severity of the infraction or if this is multiple times repeating infraction or infractions			
*Threat, Bomb • Mandatory TMT Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device. (A.R.S. § 13-2911)	Alt Conseq	Alt Conseq 1-3 Day SUS 3-5 Day SUS- 5-10 Day SUS- Long-Term SUS	5-10 Day SUS - Long-Term SUS- Expulsion	
*Threat, Chemical or Biological • Mandatory TMT Threatening to cause harm using dangerous chemicals or biological agents. (A.R.S. § 13-2911)	Parent Conference Alt. Conseq.	Parent Conference 3- 5 SUS - 5-10 Day SUS- Long-Term SUS - Expulsion	10 Day SUS - Long-Term SUS - Expulsion	

*Threat, Other Mandatory TMT The incident cannot be coded in one of the above categories but did involve a school threat. This includes Death Threats. (A.R.S. § 13-2911)	Parent Conference Alt. Conseq.	Mediation Alt Conseq 1- 3 Day SUS- 3-5 Day SUS- 5 - 10 SUS	Mediation 1- 3 SUS - 5 -10 Day SUS- Long-Term SUS- Expulsion

Infraction	K-2	3-5	6-8
	An administrator may choose any or all of the consequences between minimum and maximum or an alternative, depending on severity of the infraction or if this is multiple times repeating an infraction or infractions		
*Threatening/Intimidating Behavior • Possible TMT When a person indicates by word or conduct, the intent to cause physical injury or serious damage to a person or their property. Repeated acts of threatening, intimidating behavior shall be considered Bullying. (A.R.S. §13-1202)	Mediation Detention Alt. Conseq.	Mediation Detention 1-3 Day SUS- 3-5 Day SUS-	Mediation 1-3 SUS - 5-10 Day SUS- Long-Term SUS- Expulsion
*Tobacco (Use/Possession OR Distribution/Sale) Includes use, possession of tobacco products of any kind smoke or smokeless on District property, at a District-sponsored event, or on District-sponsored transportation. (A.R.S. § 36-798.03) (i.e., cigarettes, cigars, dlp, chew, snuff, twist, etc.) THIS DOES NOT INCLUDE VAPE PENS.	Detention Alt. Conseq.	Detention Alt. Conseq. 1-3 Day SUS- 3-5 Day SUS-	3-5 Day SUS- 5 -10 Day SUS- Long-Term SUS
NOTE: Possession by any person of tobacco products on K-12 public, charter or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a criminal offense.		The rest of the second	
*Trespass/Loiter When a person enters upon, or in, school property without legal justification or without the implied or actual permission of the administration, or when a person is intentionally present on school grounds, after a reasonable request to leave, does not have any specific reason for being there, or does not have written permission to be there from anyone authorized to grant permission. (A.R.S. 13-2905)	N/A	Detention Alt Conseq 1 Days SUS 3 Day SUS	1-3 Day SUS- 3-5 Day SUS- 5- 10 Day SUS

	agagagangangangangangang paman agaman ang managab a trabbib da Mambat at a Jabba. At Sarata	gertaria de altaria de la composició de la	granding and an analysis of the state of the
Infraction	K-2	3-5	6-8
от вы выполнять на подочинения выполнять на подочинения при подочинения выполнять на под высок на под выполнять на под выполнять на под выполнять на под высок на под выполнять на под выполнять на под выполнять на под высок на под выполнять на под выполнять на под выполнять на под высок на под выполнять на под выполнять на под выполнять на под высок на под выполнять на под выполнять на под выполнять на под высок на под выполнять на под выполнять на под выполнять на под высок на под выполнять на под выполнять на под выполнять на под высок на под выполнять на под выполнять на под выполнять на под высок на под выполнять на под выполнять на под выполнять на под	and maximum or an altern	se any or all of the consequative, depending on severity nes repeating an infraction of	of the infraction or if this

*Vandalism/Destruction of Property (Personal/School) The willful act of defacing or destroying any building, fixture, vegetation or property (personal or school) either intentionally or unintentionally.	Detention Restitution Alt, Conseq,	Detention Restitution Alt. Conseq. 1-3 Day SUS- 3- 5 Day SUS 5-10 Day SUS	Restitution 1-3 Day SUS- 3- 5 Day SUS- 5-10 Day SUS- Long-Term SUS- Expulsion
Vehicle Violations Includes improper driving, operation, or parking of a vehicle on school District property without permission, parking in prohibited areas, and/or improper driving to or from campus.	NA	NA NA	NA
Verbal Abuse/Profanity/Obscenity The use of profanity, swearing or any derogatory language written or stated publicly.	Parent Conference Detention Alt. Conseq.	Parent Conference Detention- 1-3 Day SUS	1-3 Day SUS - 3-5 Day SUS- 5-10 Day SUS

Infraction	K-2	3-5	6-8
	An administrator may choose any or all of the consequences between minimum and maximum or an alternative, depending severity of the infraction or if this is multiple times repeating a infraction or infractions		
*Verbal Abuse/Profanity/Obscenity to an Adult - Possible TMT The use of profanity, swearing or any derogatory language written or stated publicly to an adult. (A.R.S. §15-507)	Parent Conference Detention Alt. Conseq.	Alt. Conseq. 1-3 Day SUS - 3-5 Day SUS-	1-3 Day SUS - 3-5 Day SUS- 5-10 Day SUS- Long Term SUS- Expulsion
*Weapon – Simulated (Use/Possession/Distribution/Sale) • Possible TMT Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.	Conference Parent Conference Detention Alt. Conseq.	Conference Parent Conference Detention Alt. Conseq. 1-3 Day SUS - 3-5 Day SUS-	3-5 Day SUS- 5-10 Day SUS- Long Term SUS- Expulsion
*Weapons – Other (Use/Possession/Distribution/Sale) • Mandatory TMT Includes (but not limited to) a dagger, dirk, stiletto, knife with a blade at least 2.5 inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, bully clubs, Chinese stars, nunchakus or any incendiary devices. Distribution/Sale is the attempt or act of offering, selling, trading, procuring or distributing (with or	Conference Parent Conference Detention Alt. Conseq. 1-3 Days SUS	Alt, Conseq. 1-3 Day SUS - 3-5 Day SUS- Long-Term SUS- Expulsion	5-10 Day SUS- Long-Term SUS Expulsion

without compensation) a weapon on District property, at a school			
or District-sponsored event or on District provided transportation.			Ė
(A.R.S. § 13-3101)			
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Arizona Revised Statutes

Statute Title	Statute Number
Alcohol	A.R.S. § 4-244
Assault	A.R.S. § 13-1203
Aggravated Assault	A.R.S. § 13-1204
Arson	A.R.S. § 13-1704, 13-1701
Bullying, Threatening/Intimidating	A.R.S. § 13.1202, 15-341
Computer Tampering	A.R.S. § 13-2316
Disorderly Conduct	A.R.S. § 13-2904 A.R.S. § 13-2911
Discipline	A.R.S. § 15-341.13
Drugs/Drug Free Zone	A.R.S. § 13-3411
Suspected Child Abuse	A.R.S. § 13-3620
Endangerment .	A.R.S. § 13-1201
Extortion	A.R.S. § 13-1804
Fire Alarm Misuse	A.R.S. § 13-2911
Harassment	A.R.S. § 13-2921
Hazing	A.R.S. § 15-2301
Loitering	A.R.S. § 13-2905
School Day	A.R.S. §15-341, 15-901 ADOT R17-9-104
Suspension	A.R.S. § 15-843 A.R.S. § 15-841-15-844
Threat	A.R.S. § 13-2911
Smoking and Use of Tobacco Products	A.R.S. § 36-798
Vapor Products	A.R.S. § 13-3622B
Abuse of Staff	A.R.S. § 15-507
Weapons	A.R.S. § 13-3101

listed are reflective of those most commonly referred to with regard to student behavior and school disciplinary procedures and are by no means inclusive of all state and federal laws or all District procedures.

District Parent/Visitor Civility Guidelines

The District has established Conduct and Civility Guidelines to set clear expectations and procedures to support a welcoming, collaborative, and safe environment. The purpose of these Guidelines is to ensure that all meetings are undertaken in an environment of mutual respect and consideration reflected in the language, attitude and conduct of all attendees. These guidelines are not intended to impede freedom of expression but to maintain the student-focused nature of the meeting process and integrity of the educational environment. Additionally, parents, guardians and community members are expected to adhere to Arizona Revised Statute 13-2911, "Interference or disruption of an educational institution" and FESD Board Policy KFA, "Public Conduct on School Property". Both law and policy allow the school and district administration to enforce civil conduct in all district buildings and school-related activities.

DISTRICT CIVILITY GUIDELINES

All attendees will treat others with respect and expect the same in return. All attendees shall be courteous to one another, respectfully consider all ideas, input and information provided; and communicate in a manner that is mindful of how others will receive the information. Attendees shall refrain from conduct that causes a disruption, is threatening, uses loud or offensive language or causes property damage.

The meeting administrator will maintain an orderly process and attempt to resolve concerns during the meeting under these guidelines. The administrator may table an issue for further discussion, allow for a brief break, or in the event that an attendee is unwilling or unable to adhere to the Guidelines, such that the meeting cannot continue in a collaborative and mutually respectful manner, the Administrator may discontinue and reschedule the meeting for a mutually agreeable future time or date.

In the event that an individual causes interference or disruption of the educational institution, that individual may be placed on formal written warning of future violations of ARS 13-2911 and/or FESD Board Policy KFA and/or be trespassed from any/all district facilities.

Fowler Elementary School District Student Code of Conduct Handbook Acknowledgement Form

After reading the FESD Student Code of Conduct, please sign the appropriate lines below and eturn the form to the Front Office. We, the parent(s)/guardians of have read and understand the				
contents of the FESD Code of Conduct. We agree to follow Parent-Student Handbook. We understand that the school and procedures when necessary, and that we will abide by FESD Student Code of Conduct will be distributed by the is not an enrollment contract.	w and the policies outlined in reserves the right to amend policies changes. Any changes made to the			
Parent/Guardian (Please Print)	Date			
Parent/Guardian Signature	Date			
Student (Please Print)	Date			
Student Signature	Date			

(Please sign above and return to the office within one week of enrollment)

Action	n Item ◆ July 8, 2025	X	Action
C.13	Recommendation to Approve the District's Revised Organizational Chart		Information/Discussion
Subm	itted by Mr. Chad Ostrom, Assistant Superintendent for Busi	iness Serv	rices

RECOMMENDATION:

It is recommended that the Governing Board approve the 2025-2026 organizational chart.

BACKGROUND:

The organizational chart is revised annually to reflect changes in staffing and positions. The attached organization chart includes updates (details below) from the 2024-2025 organizational chart.

Summary of Changes:

- Personnel Changes (Positions remain the same, Individuals in the positions have changed)
 - Finance Director Mr. Gary Holland
 - Benefits Clerk Ms. Brenda Torres
 - o Principal Dr. Loni Fife at Sunridge, Ms. Teresa Gomez at Tuscano
 - Assistant Principal Mr. Ryan Lamb at SMMS, Mrs. Rosemary Reyes at Tuscano, Mrs. Luz Vasquez at WVE, Mrs. Christina Quintero at Fowler
 - o TOSA Mr. Darren Diehl at Sunridge, Ms. Melissa France at WVMS
 - o Director of Exceptional Student Services Ms. Melynda Martin
- Title Changes
 - o Change Student Services Director to Director of Exceptional Student Services
 - Change Student Services Assistant Director to Assistant Director of Exceptional Student Services
 - $\circ \quad \text{Change $Library Clerk$ to Library Specialist} \\$
 - o Technology Aide to Technology Specialist

Consent Item • July 8, 2025	X	Action
D.1. Recommendation to Approve Personnel Actions		Information/Discussion
Submitted by Mr. Gary Holland, Director of Finance		

Summary of Report:

- Twenty-eight (28) Employees separated from employment
- Forty-three (43) Supplementals for additional duties or stipends were processed

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Name	PAR Type	PAR Date	DAC	Status
ACOPIO, PATRICK GODINO	Staff Termination	6/9/2025	WESTERN VALLEY MIDDLE	Approved
ALDRICH, PENNY KAY	Staff Termination	6/23/2025	PreKG PROGRAMS	Approved
ALVARADO, MAYA SUZANNA	Staff Termination	6/23/2025	PreKG PROGRAMS	Approved
BERUMEN TORRES, OSCAR	Staff Termination	6/10/2025	WESTERN VALLEY ELEM	Approved
BERUMEN, DANIEL	Staff Termination	6/10/2025	FOWLER ELEM	Approved
CAMACHO, ALBERTO	Staff Termination	6/10/2025	WESTERN VALLEY MIDDLE	Approved
CASTANEDA, KIANNA VANESSA	Staff Termination	6/25/2025	PreKG PROGRAMS	Approved
CHAMU, JOSE	Staff Termination	6/10/2025	SUN CANYON ELEM	Approved
DOMINGUEZ ARIZMENDIZ, LUZ A	Staff Termination	6/23/2025	FOOD SERVICE	Approved
GONZALEZ, MARIELA	Staff Termination	6/23/2025	FOOD SERVICE	Approved
GUEVARA, ALONDRA	Staff Termination	6/10/2025	WESTERN VALLEY ELEM	Approved
GUTIERREZ, NELIA M	Staff Termination	6/10/2025	SUN CANYON ELEM	Approved
HOLLIDAY, ANGELA N	Staff Termination	6/10/2025	WESTERN VALLEY MIDDLE	Approved
HUERTA, ANA ROCIO	Staff Termination	6/23/2025	PreKG PROGRAMS	Approved
LITTLE, ANNETTE ERIKA	Staff Termination	6/10/2025	WESTERN VALLEY MIDDLE	Approved
LOZOYA, DESTINY	Staff Termination	6/30/2025	BUSINESS OPS	Approved
MCCLINTOCK, DONALD S	Staff Termination	6/10/2025	SANTA MARIA MIDDLE	Approved
MCKENZIE, KENNETH KRAMER	Staff Termination	6/24/2025	BUSINESS OPS	Approved
PECK, ROGER	Staff Termination	6/10/2025	WESTERN VALLEY MIDDLE	Approved
PEPTENAR, DEBORAH	Staff Termination	6/10/2025	SUNRIDGE ELEM	Approved
PETERSON, DEBRA A	Staff Termination	6/10/2025	DISTRICT OFFICE	Approved
SALAZAR, CONNIE	Staff Termination	6/9/2025	WESTERN VALLEY MIDDLE	Approved
SLAYTON, MADISON ANN	Staff Termination	6/10/2025	WESTERN VALLEY ELEM	Approved
TRES, JAIME A	Staff Termination	6/10/2025	SANTA MARIA MIDDLE	Approved
VALENCIA, LILLIE	Staff Termination		SUNRIDGE ELEM	Approved
VILLAVERDE, YVETTE SAENZ	Staff Termination	6/9/2025	WESTERN VALLEY MIDDLE	Approved
WHITE, BRYAN MICHAEL	Staff Termination	6/10/2025	SUNRIDGE ELEM	Approved
ZAUCHA, KAREN	Staff Termination	6/23/2025	FOWLER ELEM	Approved
AMARO, ALEXIS JOANNE	Supplemental Pay	6/4/2025	WESTERN VALLEY ELEM	Approved
APPIAH, JOHNSON	Supplemental Pay	6/2/2025	SANTA MARIA MIDDLE	Approved
BANUELOS, LORY	Supplemental Pay	6/2/2025	SANTA MARIA MIDDLE	Approved
BANUELOS, LORY	Supplemental Pay	6/5/2025	SANTA MARIA MIDDLE	Approved
CALOCA, PATTY	Supplemental Pay	6/2/2025	TUSCANO ELEM	Approved
CARO, EDWARD	Supplemental Pay	6/5/2025	SANTA MARIA MIDDLE	Approved
CASTANON, WENDY	Supplemental Pay	6/3/2025	TUSCANO ELEM	Approved
CERDA, CRYSTAL L	Supplemental Pay	6/7/2025	WESTERN VALLEY MIDDLE	Approved
CERDA, CRYSTAL L	Supplemental Pay		WESTERN VALLEY MIDDLE	Approved
CHACON, ANA ELIZABETH	Supplemental Pay		WESTERN VALLEY MIDDLE	Approved
COMANDINI, LINDSEY M	Supplemental Pay	6/5/2025	SANTA MARIA MIDDLE	Approved
CORDOVA, NOAH	Supplemental Pay	6/5/2025	SANTA MARIA MIDDLE	Approved
CORDOVA, YESSENIA	Supplemental Pay		TUSCANO ELEM	Approved
DIAZ, ESMERALDA	Supplemental Pay		WESTERN VALLEY MIDDLE	Approved
DUVALL, MONICA A	Supplemental Pay		CURRICULUM	Approved
FRANCE, MELISSA KAY	Supplemental Pay		WESTERN VALLEY MIDDLE	Approved
FRANCE, MELISSA KAY	Supplemental Pay	•	WESTERN VALLEY MIDDLE	Approved
GOMEZ, ASHLEY LIZBETH	Supplemental Pay		WESTERN VALLEY ELEM	Approved
•				* *

GONZALEZ, ISMAEL	Supplemental Pay	6/2/2025 SANTA MARIA MIDDLE	Approved
HOFF, CANDACE	Supplemental Pay	6/7/2025 WESTERN VALLEY MIDDLE	Approved
HOFF, CANDACE	Supplemental Pay	6/7/2025 WESTERN VALLEY MIDDLE	Approved
HOLLAND, GARY ROBERT	Supplemental Pay	6/3/2025 BUSINESS OPS	Approved
JELANI, KAMILA	Supplemental Pay	6/2/2025 SANTA MARIA MIDDLE	Approved
JORDAN, MONICA R	Supplemental Pay	6/23/2025 TUSCANO ELEM	Approved
MATA, SANDRA CONNIE	Supplemental Pay	6/4/2025 PreKG PROGRAMS	Approved
MONTAQUE, THESSIA	Supplemental Pay	6/9/2025 CURRICULUM	Approved
NOVAIS, ERNANDO LIANG	Supplemental Pay	6/7/2025 WESTERN VALLEY MIDDLE	Approved
NOVAIS, ERNANDO LIANG	Supplemental Pay	6/7/2025 WESTERN VALLEY MIDDLE	Approved
ORTON, NICOLE M	Supplemental Pay	6/5/2025 SANTA MARIA MIDDLE	Approved
PADILLA, LISA SYLVIA	Supplemental Pay	6/5/2025 SANTA MARIA MIDDLE	Approved
SCHMIDT, CYNTHIA	Supplemental Pay	6/4/2025 SANTA MARIA MIDDLE	Approved
SERRA-LABRADOR, MA ALBINA ACITA	Supplemental Pay	6/2/2025 SANTA MARIA MIDDLE	Approved
SOTO, MANUELA	Supplemental Pay	6/9/2025 TRANSPORTATION	Approved
STEWART, CORI M	Supplemental Pay	6/2/2025 TUSCANO ELEM	Approved
STEWART, TROY M	Supplemental Pay	6/12/2025 FOWLER ELEM	Approved
TINOCO RANGEL, JACQUELYN	Supplemental Pay	6/2/2025 WESTERN VALLEY ELEM	Approved
VINSON, MICHELLE E	Supplemental Pay	6/7/2025 WESTERN VALLEY MIDDLE	Approved
WEBBER, THERESA	Supplemental Pay	6/3/2025 SANTA MARIA MIDDLE	Approved
WILLOW, CALEB TIMOTHY	Supplemental Pay	6/5/2025 SANTA MARIA MIDDLE	Approved
WILLOW, CALEB TIMOTHY	Supplemental Pay	6/2/2025 SANTA MARIA MIDDLE	Approved
YANEZ, KAREN N	Supplemental Pay	6/2/2025 SANTA MARIA MIDDLE	Approved
YANEZ, KAREN N	Supplemental Pay	6/5/2025 SANTA MARIA MIDDLE	Approved
ZAMORA BUENO, MARCELA	Supplemental Pay	6/3/2025 TUSCANO ELEM	Approved

Consent Item • July 8, 2025	X Action
D.2. Recommendation to Ratify Expense and Payroll Vouchers	Information/ Discussion
Submitted by Mr. Gary Holland, Finance Director	•

RECOMMENDATION:

It is recommended that the Governing Board ratify payment of the attached payroll and expense vouchers as listed below.

BACKGROUND:

The following payroll and expense vouchers are presented for ratification:

Voucher Number	Type of Voucher	Amount
39, 1035	FY25 Payroll — PP24	\$778,624.69
40, 1036	FY25 Payroll – PP24.1	\$13,280.31
41, 1037	FY25 Payroll – PP24.2	\$471,214.48
2551	FY25 Expense	\$202,292.18
2552	FY25 Expense	\$104,019.91

FOWLER SCHOOL DISTRICT #45 VOUCHER

Pay Period: 24

Pay Cycle: FY25 BI-WEEKLY

Entity Number: 07-4-45

Voucher No: 39, 1035

Voucher Date: 06/10/2025

Prepared By:

Printed: 06/04/2025 03:40:47 PM

The County School Superintendent of Maricopa County is hereby authorized to draw warrants on the County Treasurer against FOWLER SCHOOL DISTRICT #45 School District Fund(s) for necessary expenses against the school district and obligations incurred for value received in services as shown below for the pay period ending 5/30/2025.

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

Administrator

Francisca Montoya President

Lisa Perez

Board Clerk

Jose "Joe" Montoya

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$257,847.07	\$19,513.02	\$27,663.38	\$4,906.81	\$309,930.28
012	\$66,550.00	\$4,632.09	\$7,306.84	\$223.19	\$78,712.12
013	\$150,318.75	\$11,499.38	\$15,744.69	\$912.02	\$178,474.84
100	\$6,162.03	\$471.40	\$413.79	\$302.39	\$7,349.61
110	\$1,856.25	\$142.04	\$204.79	\$25.37	\$2,228.45
140	\$5,600.00	\$428.40	\$687.12	\$18.78	\$6,734.30
164	\$4,750.00	\$363.37	\$582.83	\$15.93	\$5,712.13
167	\$32,400.00	\$2,459.58	\$3,748.57	\$108.69	\$38,716.84
193	\$52,800.00	\$4,039.20	\$5,447.88	\$299.19	\$62,586.27
221	\$2,230.18	\$170.61	\$273.65	\$7.49	\$2,681.93
223	\$360.44	\$27.58	. \$44.22	\$6.61	\$438.85
361	\$15,344.41	\$1,155.45	\$1,762.34	\$160.86	\$18,423.06
364	\$11,273.12	\$862.37	\$1,383.24	\$37.82	\$13,556.55
457	\$352.80	\$26.99	\$43.29	\$1.18	\$424.26
510	\$29,267.18	\$2,238.94	\$3,452.36	\$824.85	\$35,783.33
520	\$3,996.58	\$305.72	\$490.35	\$18.68	\$4,811.33
570	\$9,914.48	\$758.46	\$1,126.44	\$163.71	\$11,963.09
951	\$80.93	\$6.19	\$0.00	\$10.33	\$97.45

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
	\$651,104,22	\$49,100,79		\$8.043.90	\$778 624 69

FOWLER SCHOOL DISTRICT #45 VOUCHER

Entity Number: 07-4-45

Voucher No: 40, 1036

Voucher Date: 06/10/2025

Prepared By:

Printed: 06/11/2025 05:49:52

Pay Period: 24.1 Pay Cycle: FY25 BI-WEEKLY

The County School Superintendent of Maricopa County is hereby authorized to draw warrants on the County Treasurer against FOWLER SCHOOL DISTRICT #45 School District Fund(s) for necessary expenses against the school district and obligations incurred for value received in services as shown below for the pay period ending 6/5/2025.

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

Administrator

Francisca Montova

President

Lisa Perez

Board Clerk

Jose "Joe" Montova

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$11,043.40	\$844.83	\$1,355.03	\$37.05	\$13,280.31
	\$11,043.40	\$844.83	\$1,355.03	\$37.05	\$13,280.31

FOWLER SCHOOL DISTRICT #45 VOUCHER

Entity Number: 07-4-45

Voucher No: 41, 1037

Voucher Date: 06/13/2025

2025 Prepared By

Pay Period: 24.2

Pay Cycle: FY25 BI-WEEKLY

Rrinted: 06/11/2025 05:06:00 PM

The County School Superintendent of Maricopa County is hereby authorized to draw warrants on the County Treasurer against FOWLER SCHOOL DISTRICT #45 School District Fund(s) for necessary expenses against the school district and obligations incurred for value received in services as shown below for the pay period ending 6/11/2025.

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

Administrator

Francisca Montoya

President

Lisa Perez

Board Clerk

Jose "Joe" Montoya

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
012	\$399,250.00	\$29,376.00	\$40,491.00	\$2,097.48	\$471,214.48
	\$399,250.00	\$29,376.00	\$40,491.00	\$2,097.48	\$471,214.48

FOWLER	SCHOO	L DISTRICT#	45 VOUCHE	R	
Voucher No:		Voucher Date:	-	repared By	Printed: 06/04/2025 10:53:16 AN
					
County Trease	urer against f inst the scho	FOWLER SCHOOL ol district and obliga	DISTRICT #45 Sc	hool Distric	d to draw warrants on the ot Fund(s) for necessary ved in services and for
materials here meeting of the regular or spe of A.R.S. 15-3	ein represente governing b cial meeting 21 All items	ed have been receiv oard on of the governing boa are properly coded a	ed and that the cla (A.R.S. 15-304) ard on and not in excess o	nim:wa , orwill in accor of the budg	d the services and/or is approved at a public is approved at a public be ratified at the next dance with the procedures let. Itemized invoices in compliance with ARS
\mathcal{J}	•				
			Francisca Montoya	ı	President
			Lisa Perez		Board Clerk
			Jose "Joe" Montoy	<u> </u>	Board Member
			FOWLER SCH	OOL DIST	RICT #45
	Fund				Amount
	001	M & O BUDGET			\$122,308,81
	013	CLASSROOM SI Improvement	TE - Classroom		\$135.00
	100	TITLE I - ODD YE	ARS		\$3,345.85
	110		OOL IMPROVEME	NT	\$8,154.11
	164	21st CCLC - SR 8			\$7,059.00
	290	MEDICAID REIM	•		\$175.00

\$202,292.18

\$2,244.38

\$14,591.30

\$44,055.33

\$223.40

361

364

510

610

HEAD START - ODD YEARS

EARLY HEAD START (FY25)

FOOD SERVICE

CAPITAL OUTLAY

Voucher Detail Listing				Voucher Batch Number: 2551	06/05/2025
Fiscal Year: 2024-2025					
Vendor Remit Name QTY Description Vendor#	>	PO No.	Invoice Date	Account	Amount
AASBO 25					
Check Group:					
10 Registrations @ \$175.00 ea.	-	1 250282	300024124 5/28/2025	290.100.2570.6810.505.000.0000 DUESMEMBERSHIP FEES	\$175,00
			Ö	Check #: 45272999	
				PO/InvoiceTotal:	\$175.00
				Vendor Total:	\$175.00
AMAZON BUSINESS					
Check Group:					
SHARPIE Permanent Markers, Fine Point, Assorted	2	250744	1GJ1-LK34-7PRG	110.100.2213.6611.500.000.0000	\$229.62
COLOUS, (Tack VI 12, 174 COLUM I VIA)			4/1/2025	SUPPLIES	
Sharpie Permanent Markers, Fine Point, Assorted Colors,	ဗ	250744	1GJ1-LK34-7PRG	110.100.2213.6611.500.000.0000	\$57.41
24 Count			4/1/2025	SUPPLIES	
Sharpie King Size Permanent Marker Set, Chisel Tip Markers, Thick Poster Markers, Heavy Duty Markers For	25	250744	1GJ1-LK34-7PRG	110.100.2213.6611.500.000.0000	\$421.37
Work & Hiddstrial Osd, 12 Couli.			4/1/2025	SUPPLIES	
Cardinal 3 Ring Binders, Round Rings, Holds 350 Sheets, Clear/ue Presentation View, Non-Stick, Assorted Colors (7050) 4 5 Inch (Pack A)	88	250744	1GJ1-LK34-7PRG	110.100.2213.6611.500.000.0000	\$527.82
(ד מסיסטי) ייס וויסין (ן מסיסטי)			4/1/2025	SUPPLIES	
Oxford Spiral Notebook 6 Pack, 1 Subject, College Ruled Paper, 8 x 10-1/2 Inch, Color Assortment Design May Vary	900	250744	1GJ1-LK34-7PRG	110.100.2213.6611.500.000.0000	\$6,917.89
(10000)			4/1/2025	supplies	
			ō	Check #: 45273000	
				PO/InvoiceTotal;	\$8,154.11
ABIZONA HEALTH AND BHYSCIA! EDLICATION				Vendor Total:	\$8,154.11

ARIZONA HEALTH AND PHYSCIAL EDUCATION Check Group:

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Voucher Detail Listing			Voucher Batch Number: 2551	06/05/2025
Fiscal Year: 2024-2025				
Vendor Remit Name QT Description	QTY PO No.	Invoice Invoice Date	Account	Amount
Registration for "2024 Arizona State Convention Registration" (06 Nov 2024 - 07 Nov 2024, Mesa Convention Center, 263 N. Center Street, Mesa, Arizona	1 250491	07515	013.100.2213.6360.101.000.0000	\$135.00
(1070)		10/17/2024	EMPLOYEE TRAING AND PROF DEV SERV	
	•		Check #: 45273001	
			PO/InvoiceTotal:	\$135.00
ASBA			Vendor Total:	\$135.00
Check Group:				
Registration SLI-On-Site Late Fee-Lisa Perez - 2025 ASBA Summer Leadership Institute (6/6-6/7) - Session	1 250960	58808	001.100.2310.6360.500.000.0000	\$475.00
		5/30/2025	EMPLOYEE TRAING AND PROF DEV SERV	
			Check #: 45273002	
			PO/InvoiceTotal:	\$475.00
			Vendor Total:	\$475.00
ASPIN/MOHAVE ASPIN/MO				
Check Group: 2				
BLANKET PO for FOOD items purchased for FESD from July 1st 2024 through June 30th 2025. Contract#210-SFC-0701	1 250074	25B07136	510,100.3100.6633.101.000.0000	\$3,005.06
		5/22/2025	OTHER FOOD	
BLANKET PO for FOOD items purchased for FESD from July 1st 2024 through June 30th 2025. Contract#210-SFC-0701	1 250074	25807137	510.100.3100.6633.103.000.0000	\$2,739.71
		5/22/2025	OTHER FOOD	
BLANKET PO for FOOD items purchased for FESD from July 1st 2024 through June 30th 2025.	1 250074	25807139	510,100.3100.6633.102.000.0000	\$4,194.01
		5/22/2025	OTHER FOOD	
BLANKET PO for FOOD items purchased for FESD from July 1st 2024 through June 30th 2025.	1 250074	25807141	510.100.3100.6633.105.000.0000	\$5,595.50
		5/22/2025	OTHER FOOD	
Printed: 06/04/2025 10:53:19 AM Report: rpiAPVoucherDetail	tail	2	2024.1.42	Page: 2

Voucher Detail Listing	Listing					Voucher Batch Number: 2551	06/05/2025
Fiscal Year: 2024-2025	rci						
Vendor Remit Name Description		QTY Vendor#		PO No.	Invoice Invoice Date	Account .	Amount
BLANKET PO for FOOD July 1st 2024 through Ju Contract#210-SFC-0701	BLANKET PO for FOOD items purchased for FESD from July 1st 2024 through June 30th 2025. Contract#210-SFC-0701	ed for FESD from	1 2	250074	25807142	510.100.3100.6633.107.000.0000	\$2,602.43
BLANKET PO f	BLANKET PO for FOOD items purchased for FESD from July 1st 2024 through June 30th 2025.	ed for FESD from	- 2	250074	5/22/2025 25B07144	01HER F00D 510.100.3100.6633.104.000.0000	\$4,109.27
Contract#210-S	SFC-0701				5/22/2025	OTHER FOOD	
BLANKET PO f July 1st 2024 th Contract#210-S	BLANKET PO for FOOD items purchased for FESD from July 1st 2024 through June 30th 2025. Contract#210-SFC-0701	ed for FESD from	1 2	250074	25807436	510.100.3100.6633.101.000.0000	\$1,910.67
BI ANKET PO	I ANKET PO for FOOD items purchased for FFSD from	ed for FESD from	-	250074	5/29/2025 25807438	510,100,3100,6633,103,000,0000	\$2,487.10
July 1st 2024 through July Contract#210-SFC-0701	July 1st 2024 through June 30th 2025. Contract#210-SFC-0701		-	•	5/29/2025	OTHER FOOD	
BLANKET PO f July 1st 2024 th Contrac#210-S	BLANKET PO for FOOD liems purchased for FESD from July 1st 2024 through June 30th 2025. Contract#210-SFC-0701	ed for FESD from	- 2	250074	25807440	510,100.3100.6633.102.000.0000	\$1,947.28
					5/29/2025	טטטראפווט	
BLANKET PO for FOOD July 1st 2024 through Jul Contract#210-SFC-0701	BLANKET PO for FOOD items purchased for FESD from July 1st 2024 through June 30th 2025. Contract#210-SFC-0701	ed for FESD from	- 2	250074	25807442	510,100.3100.6633.106.000.0000	\$6,659.36
					5/29/2025	OTHER FOOD	
BLANKET PO for FOOD July 1st 2024 through Jul Contract#210-SFC-0701	BLANKET PO for FOOD items purchased for FESD from July 1st 2024 through June 30th 2025. Contract#210-SFC-0701	ed for FESD from	4	250074	25B07444	510.100.3100.6633.167.000.0000	\$2,073.20
					5/29/2025	מטטז אפרוט	
BLANKET PO for FOOD July 1st 2024 through Jul Contract#210.SFC-0701	BLANKET PO for FOOD items purchased for FESD from July 1st 2024 through June 30th 2025.	ed for FESD from	4-	250074	25B07446	510.100.3100.8633,104.000.0000	\$2,254,92
					5/29/2025	OTHER FOOD	
					O	Check #: 45273004	
						PO/InvoiceTotal:	\$39,578.51
Check Group:		7 de 1		9000	05507498	E10 100 3100 8611 103 000 0000	\$217.90
Blanket Purcha Elem District fro NTE \$190,050.0	Blanket Purchase Order for PAPER Products for Fowler Elem District from July 1st, 2024 through June 30th, 2025 NTE \$190,050.00 Contract:21O-SFC-0701	iducts for Fowler h June 30th, 2025 701	-	001.0c7	20EU/130	310,100,3100,3011,103,000,3000	
					5/22/2025	SUPPLIES	
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		Tours control	,		
Voucher Detail Listing				Voucher Batch Number: 2551	06/05/2025
Fiscal Year: 2024-2025			-		
Vendor Remit Name Description	QTY Vendor#	PO No.	Invoice Invoice Date	Account	Amount
Blanket Purchase Order for PAPER Products for Fowler Elem District from July 1st, 2024 through June 30th, 2025	for Fowler e 30th, 2025	1 250166	25B07140	510.100.3100.6611.102.000.0000	\$1,518.77
NIE \$180,000,00 COIMACLE 10-01 C-01 01			5/22/2025	SUPPLIES	
Bianket Purchase Order for PAPER Products for Fowler Elem District from July 1st, 2024 through June 30th, 2025 NTE \$100 050 00 Contract-210-SFC-0701	i for Fowler le 30th, 2025	1 250166	25B07143	510.100.3100.6611.107.000.0000	\$316.62
			5/22/2025	SUPPLIES	
Blanket Purchase Order for PAPER Products for Fowier Elem District from July 1st, 2024 through June 30th, 2025 NTF \$190,050.00 Contract:210-SFC-0701	s for Fowter le 30th, 2025	1 250166	25B07145	510.100.3100.6611.104.000.0000	\$488.75
			5/22/2025	SUPPLIES	
Blanket Purchase Order for PAPER Products for Fowler Elem District from July 1st, 2024 through June 30th, 2025 NTE \$100 050 00 Contract-210-SFC-0701	s for Fowler le 30th, 2025	1 250166	25807437	510.100.3100.6611.101.000.0000	\$38.77
			5/29/2025	SUPPLIES	
Blanket Purchase Order for PAPER Products for Fowler Elem District from July 1st, 2024 through June 30th, 2025 NTE \$190,050.00 Contract:21O-SFC-0701	s for Fowler ie 30th, 2025	1 250166	25B07439	510.100.3100.6611.103.000.0000	\$347.00
			5/29/2025	SUPPLIES	
Blanket Purchase Order for PAPER Products for Fowler Elem District from July 1st, 2024 through June 30th, 2025 NTE 6100 050 00 Contract-210, SEC-0701	s for Fowler ne 30th, 2025	1 250166	25B07441	510,100,3100,6611,102,000,0000	\$140.21
13 12 4 190,000,00 COIII BCLC 10-01 10 10 10 10 10 10 10 10 10 10 10 10 1			5/29/2025	SUPPLIES	
Blanket Purchase Order for PAPER Products for Fowler Elem District from July 1st, 2024 through June 30th, 2025 NTE \$400,050,00 Contract-21C-SEC-0701	s for Fowler ne 30th, 2025	1 250166	25807443	510,100,3100.6611.105.000.0000	\$346.54
			5/29/2025	SUPPLIES	
Blanket Purchase Order for PAPER Products for Fowler Elem District from July 1st, 2024 through June 30th, 2025 NTE \$100 050 00 Contract-210.SEC.0704	s for Fowler ne 30th, 2025	1 250166	25B07445	510,100,3100,6611.107.000.0000	\$84.69
10 to			5/29/2025	SUPPLIES	
Blanket Purchase Order for PAPER Products for Fowler Elem District from July 1st, 2024 through June 30th, 2025 NTE @ 100 RSD On Contract-210-SEC-9701	s for Fowler ne 30th, 2025	1 250166	25B07447	510.100.3100.6611.104.000.0000	\$65.31
			5/29/2025	SUPPLIES	
				Check #: 45273003	
				PO/InvoiceTotal:	\$3,564.56
				Vendor Total:	\$43,143.07
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Voucher Detail Listing			Voucher Batch Number: 2551	06/05/2025
Fiscal Year: 2024-2025				
Vendor Remit Name QTY Description Vendor #	PO No.	Invoice Invoice Date	Account	Amount
CANYON STATE BUS SALES				
Check Group:				
BLANKET P.O NTE \$80,000 FROM 07/01/2024	1 250072	01P80874	001.400.2730.6611.500.000.0000	\$1,720.72
		5/23/2025	Transportation: General Supplies	
BLANKET P.O NTE \$80,000 FROM 07/01/2024	1 250072	01P81098	001.400.2730.6611.500.000.0000	\$237.74
ומאטטטט שאיי איי איי איי איי איי איי איי איי אי		5/20/2025	Transportation: General Supplies	
BLANKET P.O NTE \$80,000 FROM 07/01/2024	1 250072	01P81345	001.400.2730.6611.500.000.0000	\$32.60
וחהטטטט בארוס מער פו אברו איני איני איני איני איני איני איני אינ		5/19/2025	Transportation: General Supplies	
BLANKET P.O NTE \$80,000 FROM 07/01/2024	1 250072	01P81346	001.400.2730.6611.500.000.0000	\$32.60
INCOCO 00/20/20 FOR BOS FARTO AND SOFT FIES		5/29/2025	Transportation: General Supplies	
BLANKET P.O NTE \$80,000 FROM 07/01/2024	1 250072	01P81682	001.400.2730.6611.500.000.0000	\$178.47
HROUGH UBSWZUZS FOR BUS PARTS AND SUPPLIES		5/27/2025	Transportation: General Supplies	
BLANKET P.O NTE \$80,000 FROM 07/04/2024	1 250072	01P81684	001.406.2730.6611.500.000.0000	\$202.28
HROUGH 06/30/2025 FOR BUS PARTS AND SUPPLIES		5/29/2025	Transportation: General Supplies	
BLANKET P.O NTE \$80,000 FROM 07/01/2024	1 250072	01P81703	001.400.2730.6611.500.000.0000	\$100.93
INCUEN UNIVERSITOR BUS PARTS AND SUPPLIES		5/27/2025	Transportation: General Supplies	
			Check #: 45273005	
			PO/InvoiceTotal:	\$2,505.34
			Vendor Total:	\$2,505.34
CHILDCARE CAREERS	•			
Check Group:				
Contracted Services for Substitute Instructional Aides and Lead Teachers for BASIC Head Start 24-25 FY NTE	1 250206	1014870	361,900,3300.6320.107.400.0000	\$902.83
- D.O.D.+		5/9/2025	Substitute Lead Teachers - Tuscano	
Contracted Services for Substitute Lead Teachers and Instructional Aides - EARLY Head Start - From 8/1/2024	1 250206	1014873	364.900.3300.6320.525.400.0000	\$3,661.50
mrougn 2/30/2023 - Not W Exceed \$31,143.00		5/9/2025	PURCH PROF SVCS - EDUCATION SERVICES	
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Voucher Detail Listing			Voucher Batch Number: 2551	06/05/2025
Fiscal Year: 2024-2025				
Vendor Remit Name QTY Description Vendor #	Y PO No.	Invoice Invoice Date	Account	Amount
Contracted Services for Substitute Instructional Aides and Lead Teachers for BASIC Head Start 24-25 FY NTE	1 250206	1017056 .	361,900.3300.6320.104,400,0000	\$398.30
00:00 / 5+5		5/16/2025	Substitute Lead Teachers - Sun Canyon	
Contracted Services for Substitute Instructional Aides and Lead Teachers for BASIC Head Start 24-25 FY NTE \$30.490 91	1 250206	1017057	361.900.3300.6320.107.400.0000	\$943.25
- 0.00+.00+		5/16/2025	Substitute Lead Teachers - Tuscano	
Contracted Services for Substitute Lead Teachers and Instructional Aides - EARLY Head Start - From 8/1/2024	1 250206	1017058	364.900.3300.6320.525.400.0000	\$5,729.83
IIIrough 3/30/2023 - Not to Exceed 53 1, 149.00		5/16/2025	PURCH PROF SVCS - EDUCATION SERVICES	
			Check #: 45273006	
			PO/InvoiceTotal:	\$11,635.71
			Vendor Totaí:	\$11,635.71
CINTAS. US COMM				
Check Group:				
FOR GROUNDSCREW AND MECHANICS UNIFORMS, CI FANING AND REPLACEMENT	1 250129	4231476939	001,100,2600.6590,500,000,000	\$130.81
		5/23/2025	MISC PURCHASED SERVICES	
FOR GROUNDSCREW AND MECHANICS UNIFORMS,	1 250129	4231476953	001.100.2600.6590.500.000.000	\$48.87
CEERING AND REPEACEMENT		5/23/2025	MISC PURCHASED SERVICES	
FOR GROUNDSCREW AND MECHANICS UNIFORMS,	1 250129	4231476965	001.100.2600.6590.500.000.0000	\$105.36
CLEANING AND ABPLACEMENT.		5/23/2025	MISC PURCHASED SERVICES	
FOR GROUNDSCREW AND MECHANICS UNIFORMS,	1 250129	4232186408	001,100,2600,6590,500,000,000	\$105.36
CLEANING AND REPLACEMENT.		5/30/2025	MISC PURCHASED SERVICES	
			Check #: 45273007	
			PO/InvoiceTotal:	\$390.40
			Vendor Total:	\$390.40
CITY OF PHOENIX UTL-BOAR				
Check Group:				

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	ָב -	rowiei ociio	SCHOOL DISTRICT #45		
Voucher Detail Listing				Voucher Batch Number: 2551	06/05/2025
Fiscal Year: 2024-2025					
Vendor Remit Name Description Vendor #	ΔI	PO No.	Invoice Invoice Date	Account	Amount
BLANKET PO NTE \$247,438 FROM 7/1/24 THRU 6/30/25 FOR SEWER AND WATER	1	250097	9309800000 - 5/25 5/23/2025	001.100.2610.6411.105.000.0000 WATER - SEWER	\$999.32
BLANKET PO NTE \$247,438 FROM 7/1/24 THRU 6/30/25 FOR SEWER AND WATER	75	250097	9309800000 - 5/25 5/23/2025 CP	001.100.2610.6411.106.000.0000 WATER - SEWER Check #: 45273008	\$999.33
				PO/InvoiceTotal:Vendor Total:	\$1,998.65
EDUCATIONAL SERVICES INC Check Group:					
For salary and benefits for Petra Kester. Position was previously funded out of 001.		250337	050065 - RTW.KB 5/23/2025	001,100,1000.6320,500.000.0000 PROFESSIONAL SERVICES	\$1,840.93
Salary and benefits for Petra Kester. Invoices exceeding the original PO amont.	_	250337	050065 - RTW.KB 5/23/2025	001.100.1000.6320.500.000.0000 PROFESSIONAL SERVICES	\$1,345.25
Salary and benefits for Petra Kester. Invoices exceeding the original PO amont.	_	250337	050065 - RTW.PK 5/23/2025	< 001.100.1000.6320.500.000.0000 PROFESSIONAL SERVICES Check #: 45273009	\$3,186,18
)	PO/InvoiceTotal;	\$6,372.36
Check Group: For salary and benefits for Theresa Zimmerman. Position was previously funded out of 001.	c _	250338	050065 - RTW.TZ 5/23/2025 CI	Z 001.100.1000.6320.500.000.0000 PROFESSIONAL SERVICES Check #: 45273009	\$2,730.64
Check Group:				PO/InvoiceTotal:	\$2,730.64
For Salary and benefits for Rebecca Osorio 24-25 FY	***	250344	050065 - RTW.RO 5/23/2025 C	100.100.1000.6320.106.000.0000 PURCH PROF SVCS - EDUCATION SERVICES Check #: 45273009	\$3,345.85
				PO/InvoiceTotal:	\$3,345.85
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Voucher Detail Listing		Voucher Batch Number: 2551	06/05/2025
Fiscal Year: 2024-2025			
Vendor Remit Name QTY Description Vendor #	PO No.	Invoice Account Invoice Date	Amount
Check Group: For salary and benefits for Natalie Barragan	1 250599	D5D065 - RTW.NB 001.100.1000.6320.500.000.0000 5/23/2025 PROFESSIONAL SERVICES	\$3,041.40
		Check #: 45273009	***************************************
Check Group:		PO/InvoiceTotal:	\$3,041.40
For salary and benefits for Greg Loyola	1 250600	050065 - RTW.GL 001.100.1000.6320.500.000.0000 5/23/2025 PROFESSIONAL SERVICES	\$2,079.91
		Check #: 45273009	
		PO/InvoiceTotal:	\$2,079.91
Check Group:			
For salary and benefits for Abigail Torres (3/3/25-5/22/25)	1 250723	050065 - RTW.AT 001.100.1000.6320.500.000.0000 5/23/2025 PROFESSIONAL SERVICES	\$74.01
Salary and benefits for Abigail Torres. Invoice exceed the	1 250723	050065 - RTW.AT 001.100,1000.6320.500.009.0000	\$1,101.81
		5/23/2025 PROFESSIONAL SERVICES	
		Check #: 45273009	
		PO/InvoiceTotal:	\$1,175.82
Check Group:			
For salary and benefits for Kim Royer.	1 250762	050065 - RTW.KR 001.100.1000.6320.500.000.0000 5/23/2025 PROFESSIONAL SERVICES	\$2,291.22
		Check #: 45273009	
		PO/finvoiceTotal:	\$2,291.22
:		Vendor Total:	\$21,037.20
EPS Operations LLC Check Group:			
Coach Digital Compass Enhanced ELA Math	1 250932	INV900052009 164.100.1000.6643.102.800.0000 5/20/2025 INSTRUCTIONAL AIDS	\$7,059.00
		Check #: 45273010	
		PO/InvoiceTotal;	\$7,059.00
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Voucher Detail Listing				Voucher Batch Number: 2551	06/05/2025	
Fiscal Year: 2024-2025						
Vendor Remit Name Description	QTY Vendor#	PO No.	Invoice Invoice Date	Account	Amount	
FOWLER DISTRICT FOOD SERVICES	FOOD			Vendor Total:		\$7,059.00
	ERVI					
Events that Ana Maria Hernandez has planned in the auditorium at around 8:30am. Items would be: fruit, coffee, crackers and water.	n the Y.	1 250682	25-076	001.900.3300.6885.500,000.0000		\$573.75
Feb 28 - 25 indiv. fruit, coffee(cream & sugar), crackers and water. Mar 7 - 25 indiv. fruit, coffee(cream & sugar), crackers and	rackers ackers and					
water Mar 21 -25 indiv. fruit, coffee(cream & sugar), crackers and	ackers and					
water Mar 28- 25 indiv. fruit, coffee(cream & sugar), crackers and water	ackers and					
April 4 -25 indiv. fruit, coffee(cream & sugar), crackers, sandwiches and water.	sckers,		2/28/2025	Charges for District Services		
				Check #: 45273011		
				PO/InvoiceTotal:		\$573.75
				Vendor Total:	<u>ii</u>	\$573.75
FOWLER TRANSPORTATION						
Critica Group. Transportation for 5th Grade Move Up Trip to Santa Maria	anta Maria	1 250934	342	001,400,2710.6885.104.000,0000		\$39.78
Middle School on 5/14/2025			5/29/2025	Charges for District Services		
Transportation for 5th Grade Student Move Up Trip to	Trip to	1 250934	348	001.400.2710.6885.104.000.0000		\$28.73
Western Valley Middle School on 5/13/2025.			5/29/2025	Charges for District Services		
				Check #: 45273012		:
				PO/InvoiceTotal:	al:	\$68.51
Check Group: Transportation for 5th grade move-up day to SMMS on	AMS on	1 250942	339	001,400.2710.6885.101.000.0000		\$39.78
May 14.			5/29/2025	Charges for District Services		
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200 A						

Voucher Detail Listing				Voucher Batch Number: 2551	06/05/2025
Fiscal Year. 2024-2025					
Vendor Remit Name Description	# QTY	PO No.	Invoice Invoice Date	Account	Amount
Transportation for 5th grade move-up day to WVMS on	ر	1 250942	345	001,400,2710,6885,101.000.0000	\$39.78
May 15.			5/29/2025	Charges for District Services	
				Check #: 45273012	
				PO/InvoiceTotal:	\$79.56
				Vendor Total:	\$148.07
GENERAL PARTS MOHAVE	ñ				
Parts and maintenance on kitchwen equipment districtwide from July1st, 2024 through June 30th, 2025. NTE \$48,000.	wide ,000.	1 250155	6609747	510.100.3100.6430.500.000.0000	\$300.00
Contract: 22G-GPARTS-0715.			5/30/2025	REPAIR AND MAINTENANCE SVS	
				Check #: 45273013	
				PO/finvoiceTotal:	\$300.00
				Vendor Total:	\$300.00
KEEPSAKE TROPHY					
Check Group:					
Blanket PO NTE \$1800 for employee engraving name plates, signs, employee recognition awards -07/01/2024	o 4.	1 250021	41991	001,100,2320.6611.500,000,0000	\$1,669.70
unough outstand			4/18/2025	SUPPLIES	
Blanket PO increased \$1045.20 for employee retiree		1 250021	41991	001.100,2320.6611.500.000.0000	\$356.86
fecuglision awalus 24-25 FT.			4/18/2025	SUPPLIES	
Blanket PO NTE \$1800 for employee engraving name plates signs, employee recognition awards -07/01/2024	9 75	1 250021	42087	001.100.2320.6611.500.000.0000	\$77.08
illough outstraces			4/29/2025	SUPPLIES	
Blanket PO increased \$1045.20 for employee retiree		1 250021	42088	001,100.2320.6611,500.000.0000	\$728,52
recognition awards 24-25 FT.		:	4/29/2025	SUPPLIES	
Blanket PO NTE \$1800 for employee engraving name plates, signs, employee recognition awards -07/01/2024	.4 •	1 250021	42242	001.100.2320.6611.500.000.0000	\$109.47
			5/16/2025	SUPPLIES	
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Voucher Detail Listing			Voucher Batch Number: 2551	06/05/2025
Fiscal Year: 2024-2025 Vendor Remit Name Ol Neorindian Vendor #	QTY PO No.	Invoice Invoice Date	Account	Amount
nket PO increased \$1045.20 for employee	1 250021	42242	001,100,2320,6611,500,000,0000	\$93.20
recognition awards 24-25 FY.		5/16/2025	SUPPLIES	
Blanket PO increased \$1045.20 for employee retiree	1 250021	42281	001.100.2320.6611.500.000.0000	\$21.55
recognition dweips 24-23 FT.		5/22/2025	SUPPLIES	
		Ŭ	Check #: 45273014	
			PO/InvoiceTotal:	\$3,056.38
			Vendor Total:	\$3,056.38
OFFICE DEPOT STATELLC -C				
Check Group: 1				
Scotch Thermal Laminating Pouches, 200 Laminating Sheets, 3 mil., Laminate	9 250924	422334304001	364.900.3300,6611.525.400.6507	\$279.44
		5/13/2025	SUPPLIES	
Duracell® Coppertop AA Alkaline Batteries, Box Of 36	8 250924	422334304001	364.900.3300.6611.525.400.6507 SUPPLIES	\$246.91
		0707/01/0		100
Energizer® Industrial AA Alkaline Batteries, Pack Of 24	6 250924	422334304001 5/13/2025	364,900,3300,b611,b25.400,b507 SUPPLIES	15.104
Energizer® Max® AA Alkaline Batteries, Case Of 144	6 250924	422334304001	364,900.3300.6611.525.400.6507	\$663.58
		5/13/2025	SUPPLIES	
Duracel® Coppertop AA Aikaline Batteries, Pack Of 10	12 250924	422334304001 5/13/2025	364,900.3300.6611.525.400.6507 SUPPLIES	\$148.69
Duracell® Connerton AA Alkaiine Batteries Pack Of 24	10 250924	422334304001	364.900,3300.6611.525.400.6507	\$203.30
		5/13/2025	SUPPLES	
Neenah® Premium Card Stock, Bright White, Letter (8.5" x	8 250924	422334304001	364.900.3300.6611.525.400.6507	\$98.09
11), 03 Lb, rach Ol 230		5/13/2025	SUPPLIES	
Astrobrights@ Color Card Stock, Happy Assortment, Letter	8 250924	422334304001	364.900.3300.6611.525.400.6507	\$138.92
(6.5 X 11), 63 LD, FBCK O1 250		5/13/2025	SUPPLIES	
Energizer® Industrial Lithium AA Batteries, Pack Of 24	10 250924	422334304001	364.900.3300.6611.525.400.6507	\$608.05
Dancelles, L.S.		5/13/2025	SUPPLIES	
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Voucher Detail Listing			Voucher Batch Number: 2551	06/05/2025
Fiscal Year: 2024-2025				
Vendor Remit Name QTY Description Vendor #	PO No.	Invoice Invoice Date	Account	Amount
Sharpie® Retractable Permanent Markers, Ultra-Fine	8 250924	422334304001	364,900,3300,6611,525,400,6507	\$207.29
FOILL BLACK, FACK OF 12		5/13/2025	SUPPLIES	
Sharpie® Industrial Permanent Markers, Fine Point, Black,	7 250924	422334304001	364,900.3300.6611.525.400.6507	\$84.31
rack Of 12		5/13/2025	SUPPLIES	
Sharpie® Fine Point Permanent Markers, Gray Barrel,	8 250924	422334304001	364,900,3300.6611,525,400,6507	\$79.15
Black IIIN, Fach OL 12		5/13/2025	SUPPLIES	
Sharpie Twin-Tip Markers - Fine and Ultra Fine Marker	8 250924	422334304001	364.900.3300.6611.525.400.6507	\$199.74
FORTE - DIBLE ALCOHOL BESSELL TITL - 17 FROM		5/13/2025	SUPPLIES	
Really Useful Box® Plastic Storage Container, 8.1 Liters,	12 250924	422334304001	364.900.3300.6611.525.400.6507	\$276.13
14 A 11 A 0 , Closi		5/13/2025	SUPPLIES	
C-Line® Name Tents, White, Letter (8.5" x לו"), 65 Lb, באבר האבט	6 250924	422336453001	364,900,3300.6611,525,400.6507	\$100.28
		5/13/2025	SUPPLIES	
Pacon Interlocking Storage Container With Lid - External Dimensions: 5.5" Width x 9.5" Depth x 6.8" Height - Interlocking Charter, Cleare, 1 / Each	36 250924	422336453001	364.900.3300.6611.525.400.6507	\$507.85
		5/13/2025	SUPPLIES	
Deflecto Interlocking Horizontal Tilt Bin, 6 Bins, Small Size, 4 1/2" x 23 5/8" x 3 5/8", Black/Clear How thumber 204103 Entered Item # 204103	7 250924	422336453001	364,900.3300.6611.525.400.6507	\$281.20
		5/13/2025	SUPPLIES	
C-Line Write-On Poly Bags - 4 x 6, 1000/BX, 47246	3 250924	422336454001	364.900.3300.6611.525.400.6507	\$171.34
		5/13/2025	SUPPLIES	
C-Line Write-On Poly Bags - 4 x 6, 1000/BX, 47246	3 250924	422336454002	364.900.3300.6611,525,400.6507	\$171,34
		5/14/2025	SUPPLIES	
Taylor 3507 Freezer-Refrigerator Thermometer - Durable - For	6 250924	422336461001	364.900.3300.6611.525.400.6507	\$58.58
Item #554257		5/15/2025	SUPPLIES	
Barker Creek Double-Sided Scalloped Borders, 2-1/4" x	6 250924	422336487001	364.900.3300.6611.525.400.6507	\$192.16
36", Black & Gold, 13 Strips Per Pack, Set Of 3 Packs		5/13/2025	SUPPLIES	
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Voucher Detail Listing			Voucher Batch Number: 2551	06/05/2025
Fiscal Year: 2024-2025				
Vendor Remit Name QTY Description Vendor #	Y PO No.	Invoice Invoice Date	Account	Amount
Libman Commercial Deluxe Open-Lid Lobby Dustpan And	6 250924	422336493001	364,900.3300,6611,525.400.6507	\$416.31
Broom Sets, 30 X 12., Black/Ked, Case of 2 Sets		5/14/2025	SUPPLES	
		•	Check #: 45273016	
			PO/InvoiceTotal:	\$5,199.97
Check Group:				
Bank Deposit Bags	1 250925	422332055001 5/13/2025	510.100.3100.6611.500.000,0000 SUPPLIES	\$8.08
Coin Envelopes	1 250925	422332055001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	\$28.95
Academic Calendars	9 250925	422332055001	510,100,3100,6611,500,000,0000	\$163.91
		5/13/2025	supplies	
Sharpie Markers	2 250925	422332055001 5/13/2025	510,100,3100,6611.500,000,0000 SUPPLIES	\$55.71
Staples	1 250925	422332055001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	\$4.57
Steno Books	1 250925	422332055001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	\$11.23
Sticky Notes	1 250925	422332055001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	\$15.18
Post it Tabs	3 250925	422332055001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	\$6.15
\$-5.74 Pro-rated Adjustment Applied - Bank Deposit Bags	1 250925	422332055001 5/13/2025	510,100,3100,6611,500,000,0000 SUPPLIES	(\$0.11)
\$-5.74 Pro-rated Adjustment Applied - Coin Envelopes	1 250925	422332055001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	(\$0.40)
\$-5.74 Pro-rated Adjustment Applied - Academic Calendars	1 250925	422332055001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	(\$2.27)
\$-5.74 Pro-rated Adjustment Applied - Business Cards	1 250925	422332055001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	(\$0.40)
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Voucher Detail Listing			Voucher Batch Number: 2551	06/05/2025
Fiscal Year: 2024-2025				
Vendor Remit Name QTY Description Vendor #	PO No.	Invoice Invoice Date	Account	Amount
\$-5.74 Pro-rated Adjustment Applied - File Folders 1/3 Cut	1 250925	422332055001	510.100.3100.6611.500.000.0000 SUPPLIES	(\$0.10)
\$-5.74 Pro-rated Adjustment Applied - Sharpie Pens	1 250925	422332055001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	(\$0.20)
\$-5.74 Pro-rated Adjustment Applied - Laminating Pouches	1 250925	422332055001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	(\$0.43)
\$-5.74 Pro-rated Adjustment Applied - Packiong Tape	1 250925	422332055001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	(\$0.54)
\$-5.74 Pro-rated Adjustment Applied - Sharpie Markers	1 250925	422332055001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	(\$0.77)
\$-5.74 Pro-rated Adjustment Applied - Staples	1 250925	422332055001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	(\$0.06)
\$-5.74 Pro-rated Adjustment Applied - Steno Books	1 250925	422332055001 5/13/2025	510,100,3100,6611.500.000,0000 SUPPLIES	(\$0.16)
\$-5.74 Pro-rated Adjustment Applied - Sticky Notes	1 250925	422332055001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	(\$0.21)
\$-5.74 Pro-rated Adjustment Applied - Post it Tabs	1 250925	422332055001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	(\$0.09)
Business Cards	1 250925	422332055001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	\$28.57
File Folders 1/3 Cut	1 250925	422332055001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	\$7.68
Sharpie Pens	1 250925	422332055001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	\$14.85
Laminating Pouches	1 250925	422332055001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	\$31.01
Packiong Tape	1 250925	422332055001 5/13/2025	510.100.3100.6611,500.000.0000 SUPPLIES	\$39.08
Caculators	1 250925	422332426001 5/14/2025	510.100.3100.6611.500.000.0000 SUPPLIES	\$56.03

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Voucher Detail Listing			Voucher Batch Number: 2551 0	06/05/2025
Fiscal Year: 2024-2025 Vendor Remit Name QTY	PO No.	Invoice	Account	Amount
Vendor#		Invoice Date		
Binder Clips Med	1 250925	422332427001 5/13/2025	510,100.3100.6611.500.000,0000	\$13.35
Badge Holders	1 250925	422332427001	510.100.3100.6611.500.000.0000 suppulses	\$65.26
\$-1.09 Pro-rated Adjustment Applied - Binder Clips Med	1 250925	422332427001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	(\$0.21)
\$-1.09 Pro-rated Adjustment Applied - Badge Holders	1 250925	422332427001 5/13/2025	510,100,3100,6611,500,000,0000 SUPPLIES	(\$0.98)
\$-0.87 Pro-rated Adjustment Applied - 1.5 inch Binders	1 250925	422332436001 5/13/2025	510,100.3100.6611.500.000.0000 SUPPLIES	(\$0.87)
1.5 inch Binders	7 250925	422332436001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	\$62.95
Paper Clips	1 250925	422332453001	510.100.3100.6611,500.000.0000 SUPPLIES	\$7.60
\$-0.11 Pro-rated Adjustment Applied - Paper Clips	1 250925	422332453001 5/13/2025	510.100.3100.6611.500.000.0000 SUPPLIES	(\$0.11)
			Check #: 45273015	
			PO/InvoiceTotal:	\$612.26
			Vendor Total:	\$5,812,23
PREMIER IRRIGATION, LLC Chark Ground				
Irrigation Services for Sunridge, Fowler, WVE, WVMS, Santa Maria, & Sun Canyon, Good from 7/1/2024 -	1 250058	9123	001.100.2621.6412.500.000.0000	\$824.25
6/30/2025, NTE \$15,000		5/23/2025	IRRIGATION	
			Check #: 45273017	
			PO/finvoiceTotal:	\$824.25
			Vendor Total:	\$824.25
PROGRESSIVE SERVICES INC Check Group:				

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Voucher Detail Listing			Voucher Batch Number: 2551	06/05/2025
Fiscal Year: 2024-2025				
Vendor Remit Name QTY Description Vendor #	PO No.	Invoice Invoice Date	Account	Amount
REPAIR WORK TO DISTRICT BUILDINGS AND ROOFS AS NEEDED - GOOD FROM 7/1/2024 TO 6/30/2025, NTE	1 250383	63-504000004	001,100,2620,6431,500.000.0000	\$2,225.90
000,01¢		4/25/2025	NON-TECH REPAIRS AND MAINT	
REPAIR WORK TO DISTRICT BUILDINGS AND ROOFS AS NEEDED - GOOD FROM 7/1/2024 TO 6/30/2025, NTE	1 250383	63-50400003	001.100.2620.6431.500.000.0000	\$2,117.50
000'019		4/25/2025	NON-TECH REPAIRS AND MAINT	
		0	Check #: 45273018	
			PO/InvoiceTotal:	\$4,343.40
			Vendor Total:	\$4,343.40
RWC INTERNATIONAL MOHAVE				
Check Group:		204000000000	640 400 5720 6724 644 000 0000	\$222 40
BLANKE! P.O NIE \$/000 FROM U/U1/2024 I HRUUGH 06/30/2025 FOR BUS PARTS/EQUIPMENT	1 250099	KA101027341.01	0.0.000.00011.0.1.01.000.0000	04.6224
		3/29/2025	FURN & EQUIP UNDER \$1K	!
BLANKET PO INCREASED BY \$5,060.15 FOR BUS PARTS/SLIPPLIES	1 250099	RA101027941:01	001.400.2730.6611.511.000.0000	\$33.97
		3/29/2025	SUPPLIES	
		U	Check #: 45273019	
			PO/InvoiceTotal:	\$257.37
			Vendor Total:	\$257.37
SOUTHWEST GAS CORP UTL-BOAR D				
Check Group:				
BLANKET PO NTE \$18,900 FROM 7/1/24 THRU 6/30/25	1 250064	930000033003 -	001,100,2610.6621.101.000.0000	\$247.77
		5/27/2025	NATURAL GAS	
BLANKET PO NTE \$18,900 FROM 7/1/24 THRU 6/30/25	1 250064	930000033003 -	001,100.2610.6621.103.000,0000	\$264.81
		5/27/2025	NATURAL GAS	
BLANKET PO NTE \$18,900 FROM 7/1/24 THRU 6/30/25	1 250064	930000033003 -	001.100.2610.6621.104.000.0000	\$168.43
		5/27/2025	NATURAL GAS	
			·	

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	rowier scn	Fowler School District #45		
Voucher Detail Listing			Voucher Batch Number: 2551	06/05/2025
Fiscal Year: 2024-2025				
Vendor Remit Name QTY Description Vendor #	PO No.	Invoice Invoice Date	Account	Amount
BLANKET PO NTE \$18,900 FROM 7/1/24 THRU 6/30/25 FOR NATURAL GAS SERVICE	1 250064	930000033003 - 5/25 5/27/2025	001,100.2610.6621,107,000,0000 NATURAL GAS	\$171.77
BLANKET PO NTE \$18,900 FROM 7/1/24 THRU 6/30/25 FOR NATURAL GAS SERVICE	1 250064	93000033003 - 5/25 5/27/2025	001.100.2610,6621.500.000.0000 NATURAL GAS	\$57.29
			Creck #: 402/3020 PO/InvoiceTotal:	\$910.07
THE STEPPING STONES GROUP			Vendor Total:	\$910.07
Speech Therapy Services for 24/25 FY. Invoices exceeded the PO amount.	1 250226	M0246031	001.200.2150.6330.503.000.0000 PURCH PROF SVCS - OTHER LIC PROF	\$39,396.04
Speech Therapy Services for 24/25 FY. Invoices exceeded the PO amount.	1 250226	M0246032 5/21/2025	001.200.2150.6330.503.000.0000 PURCH PROF SVCS - OTHER LIC PROF	\$39,428.80
			Check #: 45273021 PO/InvoiceTotal:	\$78,824.84
UNITED REFRIGERATION, INC			Vendor Total:	\$78,824,84
Check Group: BLANKET PO FOR THE PURCHASE OF A/C PARTS DISTRICT-WIDE, GOOD FROM 7/1/2024 - 6/30/2025, NTE \$3,000	1 250107	12498404-00	001.100.2620.6611.500.000.0000 SUPPLIES	\$2,415.95
BLANKET PO FOR THE PURCHASE OF A/C PARTS DISTRICT-WIDE, GOOD FROM 7/1/2024 - 6/30/2025, NTE \$3,000	1 250107	12518568-00	001,100,2620,6611,500,000,0000 SUPPLIES	\$174.77
BLANKET PO FOR THE PURCHASE OF A/C PARTS DISTRICT-WIDE, GOOD FROM 7/1/2024 • 6/30/2025, NTE \$3,000	1 250107	12668352-00	001.100.2620.6611.500.000.0000 SUPPLIES	\$223.02
			Check #: 45273022	
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Voucher Detail Listing			Voucher Batch Number: 2551	06/05/2025
2025				A 20. 20. 20.
Vendor Remit Name Q17 Description Vendor #	Y PO No.	Invoice Invoice Date	Account	Amount
		: !	PO/InvoiceTotal:	\$2,813.74
			Vendor Total:	\$2,813.74
VERIZON WIRELESS STATE				
Check Group:				
Blanket PO For Wireless Voice\Data DistrictWide 7/1/24 -	1 250353	6114253092	001.100,2610.6531.500.000.0000	\$2,324.40
071/23 N E \$35,000	,	5/23/2025	TELECOMMUNICATIONS	
			Check #: 45273023	
			PO/InvoiceTotal:	\$2,324.40
			Vendor Total:	\$2,324.40
Yellowstone Landscape				
Check Group:				
Irrigation inspections at campuses district-wide	1 250637	920980 5/28/2025	001.100.2630.6431.500.000.0000 NON-TECH REPARS AND MAINT	\$1,798.40
Irrigation inspections at campuses district-wide	1 250637	920981	001.100.2630.6431.500.000.0000	\$1,798.40
		5/28/2025	NON-TECH REPAIRS AND MAINT	
Irrigation inspections at campuses district-wide	1 250637	920982 5/28/2025	001.100.2630.6431.500.000.0000 NON-TECH REPAIRS AND MAINT	\$1,798.40
			Check #: 45273024	
			PO/InvoiceTotal:	\$5,395.20
			Vendor Total:	\$5,395.20
			Grand Total:	\$202,292.18
	Ē,	End of Report		

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FOWLER SCHOOL DISTRICT #45 VOUCHER Voucher No: 2552 Voucher Date: 06/12/2025 Prepared By: d: 06/11/2025 06:19:39 Pi The County School Superintendent of Maricopa County is hereby authorized to draw warrants on the County Treasurer against FOWLER SCHOOL DISTRICT #45 School District Fund(s) for necessary expenses against the school district and obligations incurred for value received in services and for materials as shown below. I certify by my original signature below that this claim is just and correct, and the services and/or materials herein represented have been received and that the claim: ___was approved at a public meeting of the governing board on _____(A.R.S. 15-304), or ___will be ratified at the next regular or special meeting of the governing board on in accordance with the procedures of A.R.S. 15-321 All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231. Francisca Montoya President Lisa Perez Board Clerk

FOWLER SCHOOL DISTRICT #45

Fund		Amount
001	M & O BUDGET	\$64,742.48
013	CLASSROOM SITE - Classroom Improvement	\$410.00
100	TITLE I - ODD YEARS	\$1,122.17
140	TITLE II - ODD YEARS	\$360,12
163	21st CCLC -Fowler	\$4,254.74
164	21st CCLC - SR & TUS	\$911.20
361	HEAD START - ODD YEARS	\$1,026.60
364	EARLY HEAD START (FY25)	\$8,488.98
374	E-RATE FUNDING	\$7,956.00
510	FOOD SERVICE	\$573.70
530	GIFTS & DONATIONS	\$68.51
570	INDIRECT COSTS	\$450.00
610	CAPITAL OUTLAY	\$13,655.41

Jose "Joe" Montoya

\$104,019.91

The state of the s				
Voucher Detail Listing			Voucher Batch Number: 2552	06/12/2025
Fiscal Year: 2024-2025				
Vendor Remit Name QTY Description	PO No.	Invoice Invoice Date	Account	Amount
ACES				
Check Group:				
Blanket PO for the 24/25 SY student services	1 250209	FBI-00902 5/15/2025	001.100.1000.6563.503.000.0000 TUTHON TO PRIVATE SCHOOLS	\$2,249.00
			Check #: 45273068	
			PO/InvoiceTotal:	\$2,249.00
			Vendor Total:	\$2,249.00
ADE Check Group:				
2023 Title IV A&B Symposium Registration for Monica	1 250170	3084	570.100.2213.6360.107.000.0000	\$150.00
Johnson (969). 13, 2023 - 2471 Hwoles)		8/24/2023	PROF DEV SERVICES & EE TRAINING	
			Check #: 45273069	
			PO/InvoiceTotal:	\$150.00
Check Group:				
2023 Title A & B Symposium Registration Fees for Rebecca Osorio and Monica Duvall (Sept. 13, 2023 - 24FY	1 250313	3236	570.100.2410.6360.102.000.0000	\$150.00
(2000)		8/30/2023	PROF DEV SERVICES & EE TRAINING	
2023 Title A & B Symposium Registration Fees for Rebecca Osorio and Monica Duvall (Sept. 13, 2023 - 24FY	1 250313	3239	570.100.2410.6360.102.000.0000	\$150.00
		8/30/2023	PROF DEV SERVICES & EE TRAINING	
			Check #: 45273069	
			PO/InvoiceTotal:	\$300.00
			Vendor Total:	\$450.00
ANDREW'S REFRIGERATION INC. SAVE				
Efectrical/Disconnect/Fuses	1 250923	214665	610,100,3100,6733,104,000,0000	\$627.00
		5/9/2025	FURN & EQUIP OVER \$5,000	
Copper/Fittings	1 250923	214665	610.100.3100.6733,104,000.0000	\$813.32
		5/9/2025	FURN & EQUIP OVER \$5,000	
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Venetar Deteil Lietine				
Voucilet Detail Listilig Fiscal Year: 2024-2025			Voucher Batch Number: 2552	06/12/2025
Vendor Remit Name Description	QTY PO No.	Invoice Invoice Date	Account	Amount
Misc Material	1 250923	214665 5/9/2025	610.100.3100.6733.104.000.0000 FURN & EQUIP OVER \$5,000	\$180.09
Refrigerant R-448	20 250923	214665 5/9/2025	610.100.3100.6733.104.000.0000 FURN & EQUIP OVER \$5,000	\$1,100.00
Condensing Unit	1 250923	214665 5/9/2025	610.100.3100.6733.104.000.0000 FURN & EQUIP OVER \$5,000	\$6,000.00
Evaporator Coil W/KE@ Controls	1 250923	214665 5/9/2025	610.100.3100.6733.104.000.0000 FURN & EQUIP OVER \$5,000	\$4,560.00
Regular Labor	1 250923	214665 5/9/2025	001.100.3100.6490.104.000.0000 OTHER PURCH PROPERTY SVS	\$2,574.00
Crane	1 250923	214665 5/9/2025	610.100.3100.6733.104.000.0000 FURN & EQUIP OVER \$5,000	\$375.00
			Check #: 45273070	
			PO/InvoiceTotal:	\$16,229.41
			Vendor Totat:	\$16,229.41
ANYPROMO.COM Check Group:				
Plastic Circular iStand Phone Stand Item #: 744612 Color: Black - 250	250 250750	CV50612361	140,100,2570,6611,500.000,0000	\$348.52
		6/4/2025	SUPPLIES	
DISCOUNT PROMOTE12E	1 250750	CV50612361 6/4/2025	140.100.2570.6611.500.000.0000 SUPPLIES	(\$38.40)
RUN SETUP FEES	1 250750	CV50612361 6/4/2025	140,100,2570,6611,500,000,0000 SUPPLIES	\$50.00
			Check #: 45273071	
			PO/InvoiceTotal:	\$360.12
AZ RESTAURANT SUPPLY Check Group:			Vendor Total:	\$360,12

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1						2000101000
Voucner Detail Listing					Voucilet patch Number. 2552	670777120
Vendor Remit Name Description	Vendor#	ΔI	PO No.	Invoice Invoice Date	Account	Amount
Coffee Brewer Bunn Model 13300.0002			1 250926	AR141928 5/30/2025	\$10,100,3100,6731,105,000,0000 FURN AND EQUIP UNDER \$1,000	\$551.35
					Check #: 45273072	
					PO/InvoiceTotal:	\$551.35
					Vendor Total:	\$551.35
BROWNS PARTS MASTER (BPI) Check Group:	GPPCS					
Plumbing supplies as needed District-Wide, Good from	Good from		1 250621	274556	001,190,2620.6611.500.000.0000	\$778.05
1/8/2025 - 6/30/2025, NTE \$18,000				6/3/2025	SUPPLIES	
					Check #: 45273073	
					PO/InvoiceTotal:	\$778.05
					Vendor Total:	\$778.05
Bryan White Chark Grain:			٠			
Refund on teachers lunch acct. He no longer is employeed	ır is employeec	7	1 250967	25-004	510.100.3100.6590.500.000.0000	\$22.35
by Fowser				6/9/2025	MISC PURCHASED SERVICES	
					Check #: 45273074	
					PO/InvoiceTotal:	\$22.35
					Vendor Total:	\$22.35
CANYON STATE BUS SALES						
Check Group: BLANKET P.O NTE \$80,000 FROM 07/01/2	2024		1 250072	01PB1921	001.400.2730.6611.500.000.0000	\$372.87
THROUGH 06/30/2025 FOR BUS PARTS AND SUPPLIES	AND SUPPLIE	S		6/3/2025	Transportation: General Supplies	
BLANKET P.O NTE \$80,000 FROM 07/01/2024	2024	ć	1 250072	01P82048	001.400.2730.6611.500.000.0000	\$211.45
I HROUGH UB/30/2025 FOR BUS PARTS A	AND SUPPLIE	o		6/4/2025	Transportation: General Supplies	
BLANKET P.O NTE \$80,000 FROM 07/01/2024	2024 AND CHEDITE	ď	1 250072	01P82256	001.400.2730.6611.500.000.0000	\$110.42
	מום דיום טיות	ō.		6/6/2025	Transportation: General Supplies	
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Voucher Detail Listing			Voucher Batch Number: 2552	06/12/2025
Fiscal Year: 2024-2025				
Vendor Remit Name - QTY Description Vendor #	PO No.	Invoice Invoice Date	Account	Amount
BLANKET P.O NTE \$80,000 FROM 07/01/2024 THROLIGH 06/30/2025 FOR BLIS PARTS AND SLIPPLIES	1 250072	01P82258	001,400,2730,6611,500,000,000	\$256.50
		6/9/2025	Transportation: General Supplies	
BLANKET P.O NTE \$80,000 FROM 07/01/2024	1 250072	01P82270	001.400.2730.6611.500.000.0000	(\$372.87)
		6/6/2025	Transportation: General Supplies	
BLANKET P.O NTE \$80,000 FROM 07/01/2024 THDOLIGH 06/30/2026 EOD BLIS DADTS AND SLIDBLIES	1 250072	01P82271	001,400.2730,6611,500.000,0000	(\$211.45)
		6/6/2025	Transportation: General Supplies	
			Check #: 45273075	
			PO/fnvoiceTotal:	\$366.92
			Vendor Total:	\$366.92
CINTAS CORPORATION Check Group:				
FOR TRANSPORTATION, WAREHOUSE AND DISTRICT	1 250129	5273931902	001.100.2670.6590.500.000.0000	\$24.60
		6/5/2025	MISC PURCHASED SERVICES	
			Check #: 45273076	
			PO/InvoiceTotal:	\$24.60
			Vendor Total:	\$24.60
CINTAS. US COMM				
Check Group:				
FOR GROUNDSCREW AND MECHANICS UNIFORMS, CLEANING AND REPLACEMENT	1 250129	4232186349	001.100.2600.6590.500.000.0000	\$48.87
		5/30/2025	MISC PURCHASED SERVICES	
FOR GROUNDSCREW AND MECHANICS UNIFORMS, CLEANING AND BEDIACEMENT	1 250129	4232186442	001.100.2600.6590,500.000.0000	\$130.81
		5/30/2025	MISC PURCHASED SERVICES	
FOR GROUNDSCREW AND MECHANICS UNIFORMS,	1 250129	4232968999	001.100.2600.6590.500.000.0000	\$48.87
CLEANING AND KEPLACEMEN!		6/6/2025	MISC PURCHASED SERVICES	
FOR GROUNDSCREW AND MECHANICS UNIFORMS, CLEANING AND REPLACEMENT	1 250129	4232969069	001.100.2600.6590.500.000.0000	\$130.81
		6/6/2025	MISC PURCHASED SERVICES	

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Voucher Detail Listing			Voucher Batch Number: 2552	06/12/2025
Fiscal Year: 2024-2025				
Vendor Remit Name QTY Description Vendor #	PO No.	Invoice Invoice Date	Account	Amount
FOR GROUNDSCREW AND MECHANICS UNIFORMS, CLIFANING AND REDIACEMENT	1 250129	4232969125	001.100.2600.6590.500.000.0000	\$105,36
		6/6/2025	MISC PURCHASED SERVICES	
		0	Check #: 45273077	
			PO/InvoiceTotal:	\$464,72
	•		Vendor Total:	\$464.72
COX BUSINESS Check Group:				
Blanket PO - INTERNET SERVICE DISTRICTWIDE EDOM 7/41/24 - REQUEST NITE \$28,000,00	1 250069	261335801 - 6/25	001.100.2610.6531.500.000.000	\$124.00
		6/1/2025	TELECOMMUNICATIONS	
Blanket PO - INTERNET SERVICE DISTRICTWIDE	1 250069	261335801 - 6/25	374.100.2610.6531.500.000.0000	\$1,116.00
TROM 11 (2024 - 0/30/2023 NTE \$232,030		6/1/2025	TELECOMMUNICATIONS	
Blanket PO - INTERNET SERVICE DISTRICTWIDE EROW 7/11/24 - 6/20/24 NTE \$28,000,00	1 250069	261335901 - 6/25	001.100.2610.6531.500.000.0000	\$121.00
		6/1/2025	TELECOMMUNICATIONS	
Bianket PO - INTERNET SERVICE DISTRICTWIDE EPOM 7/1/2004 - 6/30/2005 NTE 4030 850	1 250069	261335901 - 6/25	374.100.2610.6531.500.000.0000	\$1,089.00
		6/1/2025	TELECOMMUNICATIONS	
Bianket PO - INTERNET SERVICE DISTRICTWIDE FROM 7/11/24 - 6/30/24 NTF \$28,000,00	1 250069	261336001 - 6/25	001.100.2610.6531.500.000.000	\$121.00
		6/1/2025	TELECOMMUNICATIONS	
Blanket PO - INTERNET SERVICE DISTRICTWIDE FROM 7/1/2012 - 6/30/2025 NTF \$232,850	1 250069	261336001 - 6/25	374.100.2610.6531,500.000.0000	\$1,089,00
		6/1/2025	TELECOMMUNICATIONS	
Bianket PO - INTERNET SERVICE DISTRICTWIDE FROM 7/11/24 - 6/30/24 NTE \$28,000,00	1 250069	261336101 - 6/25	001,100,2610,6531,500,000,0000	\$155.00
		6/1/2025	TELECOMMUNICATIONS	
Blanket PO - INTERNET SERVICE DISTRICTWIDE FROM 7/1/2024 - 6/20/205 NTE \$232 850	1 250069	261336101 - 6/25	374.100.2610.6531.500.000.0000	\$1,395.00
		6/1/2025	TELECOMMUNICATIONS	
Blanket PO • INTERNET SERVICE DISTRICTWIDE FROM 7/11/24 • 6/30/24 NTE \$28,000,00	1 250069	261336301 - 6/25	001.100.2610.6531.500.000.0000	\$121.00
		6/1/2025	TELECOMMUNICATIONS	
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Voucher Detail Listing			Voucher Batch Number: 2552	06/12/2025
Fiscal Year: 2024-2025				
Vendor Remit Name QTY Description Vendor #	PO No.	Invoice Invoice Date	Account	Amount
Blankef PO - INTERNET SERVICE DISTRICTWIDE	1 250069	261336301 - 6/25	374,100,2610,6531,500,000,0000	\$1,089.00
FROM (11/2024 - 6/30/2023 NTE 9.332,630		6/1/2025	TELECOMMUNICATIONS	
Blanket PO - INTERNET SERVICE DISTRICTWIDE	1 250069	261336501 - 6/25	001.100.2610.6531.500.000.0000	\$121.00
FKOM (111/24 - 6/30/24 N IE \$26,000.00		6/1/2025	TELECOMMUNICATIONS	
Blanket PO - INTERNET SERVICE DISTRICTWIDE	1 250069	261336501 - 6/25	374.100.2610.6531.500.090.0000	\$1,089.00
FKUM 1/1/2024 - 6/30/2025 NIE \$2.32,850		6/1/2025	TELECOMMUNICATIONS	
Blanket PO - INTERNET SERVICE DISTRICTWIDE	1 250069	261336701 - 6/25	001.100.2610.6531.500.000.0000	\$121.00
7 KOM (111)24 - 0/30/24 (415 426,000:00		6/1/2025	TELECOMMUNICATIONS	
Blanket PO - INTERNET SERVICE DISTRICTWIDE	1 250069.	261336701 - 6/25	374.100.2610.6531.500.000.0000	\$1,089.00
FROIM 17 12024 ~ 0/30/2023 N.E. \$252,030		6/1/2025	TELECOMMUNICATIONS	
		O	Check #: 45273078	
			PO/InvoiceTotal:	\$8,840.00
				\$8,840.00
EWING OUTDOOR SUPPLY SAVE/GPP CS				
Check Group:				
BLANKET PO FOR LANDSCAPING PARTS, SUPPLIES, AND TOOLS DISTRICT-WIDE, GOOD FROM 7/1/2024 -	1 250061	26263351	001.100.2620.6611.500.000.0000	\$38.94
o/su/zuzs, n i e as, oud		6/2/2025	SUPPLIES	
		0	Check #: 45273079	
			PO/InvoiceTotal:	\$38.94
			Vendor Total:	\$38.94
FOWLER ELEM SCHOOL DISTRICT 45				
Check Group: Increase due to additional ESI ACR red'd to be paid by	1 250261	ACR PP23 FY25	001.100.1000.6235.500.000.0000	\$1,955.12
FESD on approved contracted personnel with ESI 25FY		6/10/2025	Alternative Contribution Rate	
		2000 000	004 400 4000 6325 500 000 0000	€4 788 62
Increase due to additional ESI ACR req'd to be paid by FESD on approved contracted personnel with ESI 25FY	1 250261	ACK PP24 PY25	001,100.1000.8239.500.000.0000	# I,7 00.04.
		6/11/2025	Alternative Contribution Rate	
Printed: 06/11/2025 6:19:44 PM Report: rptAPVoucherDetail	=	2024.1.42	1,42	Page: 6
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Voucher Detail Listing			Voucher Batch Number: 2552	06/12/2025
Fiscal Year: 2024-2025				
Vendor Remit Name QTY Description Vendor#	PO No.	Invoice Invoice Date	Account	Amount
			Check #: 45273080	
			PO/InvoiceTotal:	\$3,743.74
			Vendor Total:	\$3,743.74
FOWLER TRANSPORTATION				
Check Group:				
Open P/O not to exceed \$ 3900.00, for transportation services home for extended day 21st CCLC classes M-W during the 24-25 school yr from AUG 26 thru APR 30. Transportation of students home from after school 21CCLC program - apprx. 882 miles @\$4.42/mi=	1 250509	541	163.400.2710.6885.101.000.0000	\$254.74
00:000:00		5/2/2025	Charges for District Services	
Increase for afterschool transportation services exceeding	1 250509	541	100.400,2710.6885.101.004.0000	\$458.47
me original purchase order amount 24/2011		5/2/2025	Charges for District Services	
			Check #: 45273081	
			PO/InvoiceTotal:	\$713.21
Check Group:				
Tuscano Transportarion for Move Up to Middle Schools - Santa Maria and Western Valley Middle, May 13-14, 2025,	1 250811	341	530.400.2710.6885.107.000.5710	\$39.78
		5/29/2025	Charges for District Services	
Tuscano Transportarion for Move Up to Middle Schools - Santa Maria and Western Valley Middle, May 13-14, 2025,	1 250811	347	530,400,2710.6885,107,000,5710	\$28.73
Sivo alta to 11:00 alli		5/29/2025	Charges for District Services	
			Check #: 45273081	
			PO/InvoiceTotal:	\$68.51
			Vendor Total:	\$781.72
GRAINGER INC				
Check Group: BLANKET PO FOR PARTS AND MAINTENANCE SUPPLIES DISTRICT-WIDE, GOOD FROM 7/1/2024 -	1 250047	9527206024	001,100.2620.6611.500.000.0000	\$51.17
o/su/zuzz, in it equuu	٠	6/3/2025	SUPPLIES	
Printed: 06/11/2025 6:19:44 PM Report: rptAPVoucherDetail	:	20	2024.1.42	Page: 7
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Voucher Detail Listing				Voucher Batch Number: 2552	06/12/2025
Fiscal Year: 2024-2025					
Vendor Remit Name Description	¥ ατγ	PO No.	Invoice Invoice Date	Account	Amount
				Check #: 45273082	
				PO/InvoiceTotal:	\$51.17
				Vendor Total:	\$51.17
HOME DEPOT/GECF					
Check Group:					
BLANKET PO FOR PARTS, TOOLS, AND SUPPLIES, GOOD FROM 7/1/2024 - 6/30/2025, NTE \$12,000		1 250038	2030628	001,100,2620,6611,500,000,0000	\$109.70
			4/29/2025	SUPPLIES	
BLANKET PO FOR PARTS, TOOLS, AND SUPPLIES,		1 250038	2033115	001.100.2620.6611.500.000.0000	\$51.15
GOOD FROM 17 17 2024 - 07 30/2023, INTER 12,000			5/29/2025	SUPPLIES	
BLANKET PO FOR PARTS, TOOLS, AND SUPPLIES,		1 250038	3909141	001,100,2620,6611.500.000,0000	\$462.80
GOOD FROM 7/1/2024 - 5/30/2025, NTE \$12,000			5/28/2025	SUPPLIES	
BLANKET PO FOR PARTS, TOOLS, AND SUPPLIES,		1 250038	4012041	001,100.2620.6611.500.000.0000	\$772.48
GOOD FROM 7/1/2024 - 6/30/2025, NTE \$12,000			5/27/2025	SUPPLIES	
BLANKET PO FOR PARTS, TOOLS, AND SUPPLIES,		1 250038	5524724	001,100,2620,6611,500,000,0000	\$38.93
GOOD FROM 7/1/2024 - 6/30/2025, N1E \$12,000			5/6/2025	SUPPLIES	
BLANKET PO FOR PARTS, TOOLS, AND SUPPLIES,		1 250038	6512844	001.100.2620.6611.500.000.0000	\$300.39
GOOD FROM 7/1/2024 - 6/30/2025, NTE \$12,000			6/4/2025	SUPPLIES	
BLANKET PO FOR PARTS, TOOLS, AND SUPPLIES,		1 250038	9010734	001.100.2620.6611.500.000.0000	\$25.71
GOOD FROM //1/2024 - 6/30/2025, NTE \$12,000			5/2/2025	SUPPLIES	
BLANKET PO FOR PARTS, TOOLS, AND SUPPLIES,		1 250038	9511225	001.100.2620.6611.500.000.0000	\$309.47
GOOD FROM 7/1/2024 - 6/30/2025, NIE \$12,000			5/22/2025	SUPPLIES	
				Check #: 45273083	
				PO/InvoiceTotal:	\$2,070.63
Check Group: 3					
BLANKET P.O NTE \$1300 FROM 07/01/2024 THROUGH	HĐ,	1 250084	3903519	001,400.2730.6611.500.000.0000	\$235.42
VOISULZUZO FOR MISC STOP TOOLS AND SOFTEIN	n		4/28/2025	Transportation: General Supplies	
Printed: 06/11/2025 6:19:44 PM Report: rptAPVou	rptAPVoucherDetail			2024,1.42	Page: 8
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Voucher Detail Listing			Voucher Batch Number: 2552	06/12/2025
Fiscal Year: 2024-2025				
Vendor Remit Name QTY Description Vendor #	PO No.	Invoice Invoice Date	Account	Amount
BLANKET P.O NTE \$1300 FROM 07/01/2024 THROUGH	1 250084	9904153	001.400.2730.6611.500.000.0000	\$54.12
UB/3U/2U25 FOR MISC SHOP TOOLS AND SUPPLIES		5/2/2025	Transportation: General Supplies	
			Check #: 45273085	
			PO/InvoiceTotal:	\$289.54
Check Group: 4				
Blanket PO for miscellaneous supplies for July 11, 2024 -	1 250183	2902597	001.100.2610.6611.107.000.0000	\$387.79
June Ju, Zuza. Nat to exceed pour.up		5/29/2025	SUPPLIES	
			Check #: 45273086	
			PO/InvoiceTotal:	\$387.79
Check Group: 2				
\$-1242 Pro-rated Adjustment Applied - PREMIUM LEVELLA 9.0 CU. FT COMMERCIAL UPRIGHT DISPLAY REFRIGERATOR GLASS DOOR BEVERAGE COOLER IN SILVED	1 250669	1271664	364.900.3300.6731.525.400.6507	(\$1,227.94)
IN SILVER		3/31/2025	FURN & EQUIP UNDER \$1K	
PREMIUM LEVELLA 9.0 CU. FT COMMERCIAL UPRIGHT DISPLAY REFRIGERATOR GLASS DOOR BEVEDAGE COOLED IN SILVER	6 250669	1271664	364.900.3300.6731.525.400.6507	\$7,386.87
		3/31/2025	FURN & EQUIP UNDER \$1K	
Delivery Fee	1 250669	1271664	364.900.3300.6731.525.400.6507	\$78.96
		3/3/1/2020		
\$-1242 Pro-rated Adjustment Applied - Delivery Fee	1 250669	1271664 3/31/2025	364,900,3300,6731,525,400,6507 FURN & EQUIP UNDER \$1K	(\$14.06)
			Check #: 45273084	ļ
			PO/InvoiceTotal:	\$6,223.83
			Vendor Total:	\$8,971.79
MBI INDUSTRIAL MEDICINE Check Group:				
Increased blanket PO an additional \$1,500.00 to continue	1 250088	1624803	001.100.2570.6330.511.000.0000	\$100.00
with drug testing and medical exams services 24-25 FY		, di di di		
		4/3/2025		
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Voucher Detail Listing				Voucher Batch Number: 2552	06/12/2025	
Fiscal Year: 2024-2025						
Vendor Remit Name Description	QTY Vendor#	PO No.	Invoice Invoice Date	Account	Amount	
Increased blanket PO an additional \$1,500.00 to continue	continue	1 250088	1628202	001,100,2570,6330,511,000,0000	63	\$140.00
with grug testing and medical exams services 24-25 F1	F-25 F I		4/9/2025	PURCH PROF SVCS - OTHER LIC PROF		
Increased of blaket PO an additional \$1092.00 for invoices	or invoices	1 250088	1644670	001.100.2570.6330.511.000.0000		\$80.00
exceeding the original PO amount 2011			5/5/2025	PURCH PROF SVCS - OTHER LIC PROF		
Increased of blaket PO an additional \$1092.00 for invoices	or invoices	1 250088	1653290	001.100,2570.6330.511.000.0000	47	\$332.00
exceeding the Original FO amount 25F1			5/27/2025	PURCH PROF SVCS - OTHER LIC PROF		
				Check #: 45273087		
				PO/InvoiceTotal:	97	\$652.00
				Vendor Total:		\$652.00
OFFICE DEPOT ST	STATELLC -C					
Check Group:						
Sharpie S Gel Pens Medium Point Black Barrel Pack of 12	Pack of 12	1 250734	412321645001	001.100.1000.6611.104.000.0000		\$10.30
			4/1/2025	SOFFLES		
BIC Cristol Ballpoint Pens Medium Point Black Ink Box of	nk Box of	2 250734	412321645001	001,100,1000.6611.104.000.0000		\$6.62
71			4/1/2025	SUPPLIES		
\$-0.16 Pro-rated Adjustment Applied - Sharpie S Gel Pens	S Gel Pens	1 250734	412321645001	001.100.1000.6611.104.000.0000		(\$0.10)
Medium Form Diack Darrer Fack of 12			4/1/2025	SUPPLIES		
\$-0.16 Pro-rated Adjustment Applied - BIC Cristol Ballpoint Bank lay Roy of 12	ol Ballpoint	1 250734	412321645001	001.100.1000.6611.104.000.0000		(\$0.06)
Pells Mediculi Politi Bidda ilik Box of 12			4/1/2025	SUPPLIES		
Post it Super Sticky Easel Pads, Grid, 2 Pads		2 250734	412386936001	001.100.1000.6611.104.000,0000		\$99.81
			3/31/2025	SUPPLIES		
\$-0.92 Pro-rated Adjustment Applied - Post it Super Sticky Escal Pade Grid 2 Pade	iper Sticky	1 250734	412386936001	001,100.1000.6611,104.000.0000		(\$0.92)
Edage Faus, Oliv, 2 Faus			3/31/2025	SUPPLIES		
Sharpie S Gel Pens Medium Point Black Barrel Pack of 12	Pack of 12	1 250734	417969771001	001,100,1000.6611.104.000.0000	_	(\$10.64)
			4/22/2025	SUPPLIES		
BIC Cristol Ballpoint Pens Medium Point Black Ink Box of	ink Box of	2 250734	417969771001	001,100,1000,6611.104.000.0000		(\$6.12)
71			4/22/2025	SUPPLIES		
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Voucher Detail Listing				Voucher Batch Number: 2552	06/12/2025
Fiscal Year: 2024-2025					
Vendor Remit Name Description	QΤΥ	PO No.	Invoice Invoice Date	Account	Amount
				Check #: 45273088	
				PO/InvoiceTotal:	\$98.89
Check Group:					
GBC® Ultima® 65 Thermal Roll Laminator, 27" Max. Withh 10 Min Warm-in	*-	250735	417845879001	610.100.1000.6643.105.000.0000	\$3,001.60
אוממו), וכן נשנו שממון בעם			4/1/2025	INSTRUCTIONAL AIDS	
GBC® Ultima® 65 Thermal Roll Laminator, 27* Max. Width 10 Min Warmann	-	250735	419466671001	610,100,1000,6643,105,000,0000	(\$2,931.61)
A			5/20/2025	INSTRUCTIONAL AIDS	
GBC® Ultima® 65 Thermal Roll Laminator, 27" Max.	-	250735	427202575001	610.100.1000.6643.105.000.0000	(\$68.99)
Vitalit, 30 Mail Vidilli-up			6/5/2025	INSTRUCTIONAL AIDS	
				Check #: 45273088	
				PO/InvoiceTotal:	\$0.00
Check Group:					
DryTime Disposable Training Pants, Medium, 20 - 32 Lb, White 47 Training Parts Part Part Case Of 8 Parts	Ω.	250776	419131079001	364.900.3300.6611.525.400.6507	\$511.99
			4/9/2025	SUPPLIES	
DryTime Disposable Training Pants, Large, 32 - 40 Lb, White 45 Training Danks Bang Case Of 8 Bang	ιΩ	250776	419131079001	364,900.3300,6611.525,400.6507	\$596.16
White, to training raths for bay, case Of c bags			4/9/2025	SUPPLIES	
DryTime Disposable Training Pants, X-Large, 4T - 5T,	ιΩ	250776	419131079001	364.900.3300.6611.525.400.6507	\$483.22
WIRE, 13 Halling Parks Fer Deg, Case Of & Dags			4/9/2025	SUPPLIES	
				Check #: 45273088	
				PO/fnvoiceTotal:	\$1,591.37
Check Group:					
Office Depot® Brand Self-Stick Easel Pads, 25" x 30", 30 Sheets, 80% Recycled, White, Pack Of 4 Pads	10	250822	424722834001	100.100.1000.6611.106.000.0000	\$673.01
Item # 425/605 Entered Item # 425/605			5/27/2025	SUPPLIES	

Voucher Detail Listing			Voucher Batch Number: 2552	06/12/2025
Fiscal Year: 2024-2025				
Vendor Remit Name Description Vendor #	PO No.	Invoice Invoice Date	Account	Amount
\$-9.31 Pro-rated Adjustment Applied - Office Depot® Brand Self-Stick Easel Pads, 25" x 30", 30 Sheets, 80% Recycled, White, Pack Of 4 Pads Item # 4257605 Enternel Item # 4257605	1 250822	424722834001	100.100.1000.6611.106.000.0000	(\$9.31)
		5/27/2025	SUPPLIES	
			Check #: 45273088	
Check Group:			PO/InvoiceTotal:	\$663.70
BIC® Gel-octty Quick Dry Retractable Gel Pens, Medium Print 0.7 mm Accorded Colors Back Of 8 Hem #731780	1 250823	416684968001	001,100,2570.6611,500,000,0000	\$11.62
		4/14/2025	SUPPLIES	
BIC® Gel-ocity Quick Dry Retractable Gel Pens, Medium Point 0.7 mm Assortad Colors Park Of 8, Itam #731789	1 250823	416965961001	001,100,2570.6611.500.000.0000	\$11.62
י מוני מין נושון אפסטונסן ססונוסי ג ממון אין מין מין מין מין מין מין מין מין מין מ		4/11/2025	SUPPLIES	
BIC® Gel-ocity Quick Dry Retractable Gel Pens, Medium Point 0.7 mm Assorted Colors Pack Of 8, Hem #731789	1 250823	426186905001	001,100.2570.6611.500.000.0000	(\$11.62)
		5/29/2025	SUPPLIES	
			Check #; 45273088	
			PO/InvoiceTotal:	\$11.62
Check Group: 2				
Libman Commercial Deluxe Open-Lid Lobby Dustpan And Broom Sets. 36" x 12". Black/Red. Case of 2 Sets	2 250861	420609768001	361.900.3300.6611.101.400.0000	\$138.77
		4/17/2025	SUPPLIES	
Pacon® Super Value Poster Boards, 22* x 28", Assorted Colors, Box Of 50 Boards Manufacturer #PAC76520	2 250861	420609769001	361.900.3300.6611.101.400.0000	\$115.96
		4/17/2025	SUPPLES	
Office Depot® EnviroCopy® Copy Paper, 10 Reams, White, Legal (8.5" x 14"), 5000 Sheets Per Case, 20 Lb, 30% Recycled, FSC® Certified Manufacturer #6540010D	1 250861	421855819001	361.900.3300.6611.101.400.0000	\$66.50
		4/25/2025	SUPPLIES	

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Voucher Detail Listing					Voucher Batch Number: 2552	06/12/2025	
Fiscal Year: 2024-2025							
Vendor Remit Name Description	QTY Vendor#		PO No.	Invoice Invoice Date	Account	Amount	
\$-0.92 Pro-rated Adjustment Applied - Office Depot® EnviroCopy® Copy Paper, 10 Reams, White, Legal (8.5" x 14"), 5000 Sheets Per Case, 20 Lb, 30% Recycled, FSC®	I- Office Depot® s, White, Legal (8.5" x 30% Recycled, FSC®	1 25(250861	421855819001	361,900,3300,6611,101,400,0000	0\$)	(\$0.92)
Oeruiled Manufacturer #6540010D				4/25/2025	SUPPLIES		
				0	Check #: 45273089		
Check Group: 3					PO/InvoiceTotal:	\$ 32(\$320.31
BIC Wite Out Mini Correction Tape, White, Pack Of 12	White, Pack Of 12	2 25	250879	414722258001	361.900.3300.6611.107.400.0000	\$	\$24.58
Uispensers				4/23/2025	SUPPLIES		
Scotch Heavy Duty Shipping Packing Tape, 6 Tape Rolls with Dispensers, 1 7/8 in x 22.2 yd, 1.5" Core, Designed for Packing, Shipping and Mailing, Guaranteed to Stay	g Tape, 6 Tape Rolls 1.5" Core, Designed for ranteed to Stay	1 25	250879	414722258001	· 361,900,3300.6611.107.400.0000	\$1.	\$14.09
Sealou, Cical				4/23/2025	SUPPLIES		
Swiffer® WetJet® Pad Refills, Pack Of 24	Of 24	4 25	250879	414722258001	361.900.3300.6611.107.400.0000	\$10	\$104.57
				4/23/2025	SUPPLIES		
Elmer's® Glue Stick Classroom Pack, Purple, Box Of 30	k, Purple, Box Of 30	1 25	250879	414722258001	361,900,3300,6611,107,400,0000 SUPPLES	€	\$9.85
	1		4	0707076	0000 000 404 400 0000	Ž	4
Swingline® Standard Staples, 1/4" Length, 5,000 Per Box Pack Of 5	ength, 5,000 Per Box,	1 25	250879	414722258001	361,900.3300,6611.107.400.0000 Supplies	÷	\$15.50
				4/23/2020			
Scotch Greener Magic Tape, Invisible, 10 Tape Rolls, 3/4 in x 900 in, 65% Recycled, Home Office Supplies and School Supplies for College and Classrooms	le, 10 Tape Rolls, 3/4 ffice Supplies and issrooms	1 25	250879	414722258001	361.900.3300.6611.107.400.0000 SUPPLIES	,	\$18.43
				4,63/2023		•	
Bostitch Office No-Jam Premium Desktop Stapler, Frut-Stric. Blank	ssktop Stapler,	2 25	250879	414722258001	361,900,3300.6611.107.400,0000	2	\$ 16.03
				4/23/2025	SUPPLIES		
Chenille Kraft Glue Sticks, Clear, Pack Of 100	ack Of 100	1 25	250879	414722258001	361.900.3300.6611.107.400.0000	\$1	\$12.99
				4/23/2025	SUPPLIES		
Office Depot® EnviroCopy® Copy Paper, 10 Reams, White, Legal (8.5" x 14"), 5000 Sheets Per Case, 20 Lb, 2000, Pervised PSC® Certified	'aper, 10 Reams, ets Per Case, 20 Lb,	1 25	250879	414722258001	361.900.3300.6611.107.400.0000	9\$	\$69.63
				4/23/2025	SUPPLIES		
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Voucher Detail Listing				Voucher Batch Number: 2552	06/12/2025
Fiscal Year: 2024-2025					
Vendor Remit Name QTY Description Vendor#		PO No.	Invoice Invoice Date	Account	Amount
DYMO® Letra Tag Labelmaker Paper Labels, 1/2" x 13',	2 ,	250879	414722258001	361,900.3300.6611,107,400.0000	\$37.68
wille, Pack Of o Rolls			4/23/2025	SUPPLIES	
Scotch Double Sided Tape, Permanent, 2 Tape Rolls, 1/2 in x 900 in, Home Office Supplies and School Supplies for	m	250879	414722258001	361.900.3300.6611.107.400.0000	\$31.50
			4/23/2025	SUPPLIES	
\$4.91 Pro-rated Adjustment Applied - BIC Wite Out Mini	<u>.</u>	250879	414722258001	361.900.3300.6611.107.400.0000	(\$0.34)
Correction Tape, Writte, Pack Of 12 Dispetisers			4/23/2025	SUPPLIES	
\$-4.91 Pro-rated Adjustment Applied - Scotch Heavy Duty Shipping Packing Tape, 6 Tape Rolls with Dispensers, 1 7/8 in 2.2.2 yd, 1.5" Core, Designed for Packing, Shipping	-	250879	414722258001	361.900.3300.6611.107.400.0000	(\$0.19)
and infaming, Gualanteed to Otay Ocated, Otean			4/23/2025	SUPPLIES	
\$-4.91 Pro-rated Adjustment Applied - Swiffer® WetJet®	-	250879	414722258001	361.900.3300.6611.107.400.0000	(\$1.45)
rad neills, rack Of 24			4/23/2025	SUPPLIES	
\$-4.91 Pro-rated Adjustment Applied - Scotch Greener Magic Tape, Invisible, 10 Tape Rolls, 3/4 in x 900 in, 65% Recycled, Hone Office Supplies and School Supplies for	-	250879	414722258001	361.900.3300.6611.107.400.0000	(\$0.26)
כסווכאל מוזת כומפטן ספוופ			4/23/2025	SUPPLIES	
\$4.91 Pro-rated Adjustment Applied - Elmer's® Glue Stick	-	250879	414722258001	361,900.3300,6611.107.400.0000	(\$0.14)
Classiculii Pack, Purpie, Dox O. 50			4/23/2025	SUPPLIES	
\$-4.91 Pro-rated Adjustment Applied - Swingline®	-	250879	414722258001	361.900.3300.6611.107.400.0000	(\$0.21)
Standard Staptes, 1/4 Leftgill, 5,000 Fet 50X, Fack Of 5			4/23/2025	SUPPLIES	
\$-4.91 Pro-rated Adjustment Applied - Bostitch Office	*-	250879	414722258001	361.900.3300.6611.107.400.0000	(\$0.22)
No-dani Premiuni Desklop otapiet, ruit-buip, black			4/23/2025	SUPPLIES	
\$-4.91 Pro-rated Adjustment Applied - Chenilie Kraft Glue	_	250879	414722258001	361.900.3300.6611.107.400.0000	(\$0.18)
GILLAS, CAGAI, T ALN OF 100			4/23/2025	SUPPLIES	

Voucher Detail Listing			Voucher Batch Number: 2552 0	06/12/2025
Fiscal Year: 2024-2025				
Vendor Remit Name G Description Vendor #	QTY PO No.	lo. Invoice Invoice Date	Account	Amount
\$-4.91 Pro-rated Adjustment Applied - Office Depot® EnviroCopy® Copy Paper, 10 Reams, White, Legal (8.5" x 14"), 5000 Sheets Per Case, 20 Lb, 30% Recycled, FSC®	1 250879	79 414722258001	361.900.3300.6611.107.400.0000	(\$0.96)
Cetunieu		4/23/2025	SUPPLIES	
\$-4.91 Pro-rated Adjustment Applied - DYMO® LetraTag Labelmaker Paper Labels, 1/2" x 13', White, Pack Of 6	1 250879	79 414722258001	361.900.3300.6611.107.400.0000	(\$0.52)
Kolis		4/23/2025	SUPPLIES	
\$-4.91 Pro-rated Adjustment Applied - Scotch Double Sided Tape, Permanent, 2 Tape Rolls, 1/2 in x 900 in, Hone Office Supplies and School Supplies for College and	1 250879	79 414722258001	361.900.3300.6611.107.400.0000	(\$0.44)
Classicalis		4/23/2025	SUPPLIES	
Swiffer Wet.let Floor Cleaner Refill, Lavender, 42.2 Fl Oz,	8 250879	79 414722264001	361,900,3300,6611,107,400,0000	\$73.67
ס ס ס ס		4/26/2025	SUPPLIES	
\$-1.02 Pro-rated Adjustment Applied - Swiffer WetJet Floor	1 250879	79 414722264001	361.900.3300.6611.107.400.0000	(\$1.02)
Gedici Reili, Laveluei, 42.2 11 02, Pulye		4/26/2025	SUPPLIES	
VELCRO® Brand STICKY BACK® Fasteners, Coins, 5/8",	2 250879	79 414722280001	361.900.3300.6611.107.400.0000	\$21.78
Wille, Fack O. 75		4/26/2025	SUPPLIES	
\$-0.3 Pro-rated Adjustment Applied - VELCRO® Brand	1 250879	79 414722280001	361.900.3300.6611,107.400.0000	(\$0.30)
STICKT BACKS resterers, coms, 5/6, write, rack of 15		4/26/2025	SUPPLIES	
BIC Wite Out Mini Correction Tape, White, Pack Of 12	2 250879	79 420868344001	361.900.3300.6611.107.400.0000	\$23.52
Dispersons		4/21/2025	SUPPLIES	
Scotch Heavy Duty Shipping Packing Tape, 6 Tape Rolls with Dispensers, 1 7/8 in x 22.2 yd, 1.5" Core, Designed for Packing, Shipping and Mailing, Guaranteed to Stay	1 250879	79 420868344001	361.900.3300.6611.107.400.0000	\$15.72
כשמופת' כופמו		4/21/2025	SUPPLIES	
Swiffer® WetJet® Pad Refills, Pack Of 24	4 250879	79 420868344001 4/21/2025	361.900.3300.6611.107.400.0000 SUPPLIES	\$104.56
Swiffer WetJet Floor Cleaner Refill, Lavender, 42.2 Fl Oz,	8 250879	79 420868344001	361.900.3300.6611.107.400.0000	\$73.67
Furple		4/21/2025	SOPPLIES	
Printed: 06/11/2025 6:19:44 PM Report: rptAPVoucherDetail	etail	202	2024,1,42	Page: 15

Voucher Detail Listing				Voucher Batch Number: 2552	06/12/2025
Fiscal Year: 2024-2025					
Vendor Remit Name Q Description Vendor #	ΔT	PO No.	Invoice Invoice Date	Account	Amount
Scotch Greener Magic Tape, Invisible, 10 Tape Rolls, 3/4 in x 900 in, 65% Recycled, Home Office Supplies and Cheston School Supplies for Calculation for Calculations and Cheston Recycles.	-	250879	420868344001	361.900.3300.6611,107.400.0000	\$20.60
Scriptings for college and classrooms			4/21/2025	SUPPLIES	
Emer's® Glue Stick Classroom Pack, Purple, Box Of 30	-	250879	420868344001	361.900.3300.6611.107.400.0000	\$9.85
Cumuline® Standard Stanlas 14#1 anoth 5 000 Dar Rov	+	250879	4/21/2025 420868344001	SOFFILES 361 900 3300 6611 107 400 0000	\$15.50
Swittmes Startagin Staples, 1/4 Leitgin, 5,000 Fet Dox, Pack Of 5	-	6 10007	4/21/2025	SUPPLIES	•
Bostitch Office No-Jam Premium Desktop Stapler,	2	250879	420868344001	361.900.3300.6611.107.400.0000	\$16.03
Full-Strip, Black			4/21/2025	SUPPLIES	
VELCRO® Brand STICKY BACK® Fasteners, Coins, 5/8",	7	250879	420868344001	361,900.3300.6611,107.400.0000	\$21.78
Wille, rack O. 73			4/21/2025	SUPPLIES	
Chenille Kraft Glue Sticks, Clear, Pack Of 100	-	250879	420868344001	361,900.3300.6611.107.400.0000	\$12.99
			4/21/2025	SUPPLIES	
Office Depot® EnviroCopy® Copy Paper, 10 Reams, White, Legal (8.5" x 14"), 5000 Sheets Per Case, 20 Lb, 2009, Boarded, ESC® Cartifold	-	250879	420868344001	361,900.3300.6611.107.400.0000	\$67.51
50 % Necytred, 1 50 to certified			4/21/2025	SUPPLIES	
DYMO® LetraTag Labelmaker Paper Labels, 1/2" x 13', Mbito, Dool, Of 8 Dolls	2	250879	420868344001	361.900.3300.6611.107.400.0000	\$37.68
Ville, Fach Of Chois			4/21/2025	SUPPLIES	
Scotch Double Sided Tape, Permanent, 2 Tape Rolls, 1/2 in x 900 in, Home Office Supplies and School Supplies for College and Cleanages	ო	250879	420868344001	361.900.3300.6611.107.400.0000	\$31.51
Collegie al la Ciassi octitis			4/21/2025	SUPPLIES	
\$-6.24 Pro-rated Adjustment Applied - BIC Wite Out Mini	_	250879	420868344001	361.900,3300.6611.107.400.0000	(\$0.33)
Correction Tape, Writte, Pack Of 12 Dispensers			4/21/2025	SUPPLIES	
\$-6.24 Pro-rated Adjustment Applied - Scotch Heavy Duty Chiming Docking Tang & Tang Boile with Dispensers 1	-	250879	420868344001	361.900.3300.6611.107.400.0000	(\$0.22)
7/8 in x 22.2 yd, 1.5" Core, Designed for Packing, Shipping and Malling, Guaranteed to Stay Sealed, Clear			401/2025	SUPPLES	

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Voucher Detail Listing			Voucher Batch Number: 2552	06/12/2025
Fiscal Year: 2024-2025				
Vendor Remit Name QTY Description Vendor #	PO No.	Invoice Invoice Date	Account	Amount
\$-6.24 Pro-rated Adjustment Applied - Swiffer® WetJet®	1 250879	420868344001	361.900.3300.6611.107.400.0000	(\$1.44)
rational rational 24		4/21/2025	SUPPLES	
\$-6.24 Pro-rated Adjustment Applied - Swiffer WetJet Floor	1 250879	420868344001	361.900.3300.6611.107.400.0000	(\$1.02)
Cleaner Neim, Laverucer, 42.2 11 OZ, 7 utple		4/21/2025	SUPPLIES	
\$-6.24 Pro-rated Adjustment Applied - Scotch Greener Magic Tape, Invisible, 10 Tape Rolls, 3/4 in x 900 in, 65% Recycled, Home Office Supplies and School Supplies for College and Classerooms	1 250879	420868344001	361.900.3300.6611.107.400.0000	(\$0.29)
STRONG THE PROPERTY AND ADDRESS.		4/21/2025	SUPPLIES	
\$-6.24 Pro-rated Adjustment Applied - Elmer's® Glue Stick Classmom Pack Pumle, Box Of 30	1 250879	420868344001	361.900.3300.6611.107.400.0000	(\$0.14)
		4/21/2025	SUPPLIES	
\$-6.24 Pro-rated Adjustment Applied - Swingline® Standard Standar 4/4" Landh A 000 Ber Boy Back Of 5	1 250879	420868344001	361,900.3300.6611,107.400.0000	(\$0.21)
Cianual Ciapiao, 114 cangai, cioco i ci cos, 1 aco Ci ci		4/21/2025	SUPPLIES	
\$-6.24 Pro-rated Adjustment Applied - Bostitch Office No-Jam Premium Deskton Stanler, Full-Strin, Black	1 250879	420868344001	361.900.3300.6611.107.400.0000	(\$0.22)
		4/21/2025	SUPPLIES	
\$-6.24 Pro-rated Adjustment Applied - VELCRO® Brand STICKY BACK® Eacteners Coins 5/8" White Pack Of 75	1 250879	420868344001	361.900.3300.6611.107.400.0000	(\$0.30)
		4/21/2025	SUPPLIES	
\$-6.24 Pro-rated Adjustment Applied - Chenille Kraft Glue Sticks, Clear, Pack Of 100	1 250879	420868344001	361.900.3300.6611.107.400.0000	(\$0.18)
		4/21/2025	SUPPLIES	
\$-6.24 Pro-rated Adjustment Applied - Office Depot® EnviroCopy® Copy Paper, 10 Reams, White, Legal (8.5" x 14"), 5000 Sheets Per Case, 20 tb, 30% Recycled, FSC®	1 250879	420868344001	361,900.3300.6611,107.400.0000	(\$0.93)
		4/21/2025	SUPPLIES	
\$-6.24 Pro-rated Adjustment Applied - DYMO® LetraTag Labelmaker Paper Labels, 1/2* x 13', White, Pack Of 6	1 250879	420868344001	361.900.3300.6611.107.400.0000	(\$0.52)
SINA		4/21/2025	SUPPLIES	

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Voucher Detail Listing			Voucher Batch Number: 2552	06/12/2025
Fiscal Year: 2024-2025				
Vendor Remit Name QTY Description Vendor #	PO No.	Invoice Invoice Date	Account	Amount
\$-6.24 Pro-rated Adjustment Applied - Scotch Double Sided Tape, Permanent, 2 Tape Rolls, 1/2 in x 900 in, Home Office Supplies and School Supplies for College and Classrooms	1 250879	420868344001	361.900.3300.6611.107.400.0000	(\$0.44)
		4/21/2025	SUPPLIES	
Eureka PowerSpeed Bagless Upright Vacuum Cleaner	1 250879	420868941001 4/18/2025	361.900.3300.6731.107.400.0000 FURN & EQUIP UNDER \$1K	\$115.94
\$-1.6 Pro-rated Adjustment Applied - Eureka PowerSpeed Bagless Upright Vacuum Cleaner	1 250879	420868941001	361.900,3300,6731.107.400.0000	(\$1.60)
		4/18/2025	FURN & EQUIP UNDER \$1K	
O-Cedar® Commercial MaxiPlus® Polyethylene Terephthalate Professional Angle Broom	2 250879	420868942001	361.900.3300.6611.107.400.0000	\$54.06
		4/18/2025	SUPPLIES	
Eureka NEU203 PowerSpeed Rewind Vacuum	1 250879	420868943001 4/18/2025	361,900,3300.6731.107.400.0000 FURN & EQUIP UNDER \$1K	\$152.57
Alpine Manual Triple Brush Floor And Carpet Sweepers,	1 250879	420868944001	361.900.3300.6611.107.400.0000	\$55.59
red, rack Of 2 oweepers		4/18/2025	SUPPLIES	
BIC Wite Out Mini Correction Tape, White, Pack Of 12	2 250879	421476350001	361.900.3300.6611.107.400.0000	(\$23.19)
Cipperiodic		4/28/2025	SUPPLIES	
Swiffer® WetJet® Pad Refills, Pack Of 24	4 250879	421476350001	361.900.3300.6611.107.400.0000	(\$103.12)
		4/28/2025	SUPPLIES	
Elmer's® Glue Stick Classroom Pack, Purple, Box Of 30	1 250879	421476350001	361.900.3300.6611.107.400.0000	(\$9.71)
		4/28/2025	SUPPLIES	
Scotch Heavy Duty Shipping Packing Tape, 6 Tape Rolls with Dispensers, 1 7/8 in x 22.2 yd, 1.5" Core, Designed for Packing, Shipping and Mailing, Guaranteed to Stay	1 250879	421476350001	361,900,3300,6611,107,400,0000.	(\$15.50)
		4/28/2025	SUPPLIES	
Scotch Greener Magic Tape, Invisible, 10 Tape Rolls, 3/4 in x 900 in, 65% Recycled, Home Office Supplies and Capacitan School Supplies for Calabatroms.	1 250879	421476350001	361.900.3300.6611.107.400.0000	(\$20.31)
School Supplies for College and Crass College		4/28/2025	SUPPLIES	
Swingtine® Standard Staples, 1/4" Length, 5,000 Per.Box,	1 250879	421476350001	361.900,3300.6611.107.400.0000	(\$15.30)
Tack O. S		4/28/2025	SUPPLIES	
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Voucher Detail Listing				Voucher Batch Number: 2552	06/12/2025
Fiscal Year: 2024-2025					
Vendor Remit Name QTY Description Vendor #		PO No.	Invoice Invoice Date	Account	Amount
Bostitch Office No-Jam Premium Desktop Stapler, Full-Strin Black	2 2	250879	421476350001	361.900.3300.6611.107.400.0000	(\$15.81)
construction in the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second sec			4/28/2025	SUPPLIES	
Chenille Kraft Glue Sticks, Clear, Pack Of 100	1 2	250879	421476350001	361,900,3300,6611,107,400,0000	(\$12.81)
			4/28/2025	SUPPLIES	
Office Depot® EnviroCopy® Copy Paper, 10 Reams, White, Legal (8.5" x 14"), 5000 Sheets Per Case, 20 Lb, 30% Reported ESC® Certified	1 2	250879	421476350001	361.900.3300.6611.107.400.0000	(\$66.58)
			4/28/2025	SUPPLIES	
DYMO® LetraTag Labelmaker Paper Labels, 1/2* x 13',	2 2	250879	421476350001	361.900.3300.6611.107.400.0000	(\$37.16)
VYINE, Tack OI o Kolls			4/28/2025	SUPPLIES	
Scotch Double Sided Tape, Permanent, 2 Tape Rolls, 1/2 in X 900 in, Home Office Supplies and School Supplies for College and Classesmone.	8	250879	421476350001	361.900.3300.6611.107.400.0000	(\$31.06)
			4/28/2025	SUPPLIES	
Swiffer WetJet Floor Cleaner Refill, Lavender, 42.2 Fl Oz, Durola	8	250879	421476351001	361.900.3300.6611.107.400.0000	(\$72.65)
			4/28/2025	SUPPLIES	
VELCRO® Brand STICKY BACK® Fasteners, Coins, 5/8",	2 2	250879	421476352001	361.900.3300.6611.107.400.0000	(\$21.48)
ville, rack of 75			4/21/2025	SUPPLIES	
Eureka PowerSpeed Bagless Upright Vacuum Cleaner	- 2	250879	423303911001 5/21/2025	361.900.3300.6731.107.400.0000 FURN & EQUIP UNDER \$1K	(\$114.34)
			0	Check #: 45273090	
				PO/InvoiceTotal:	\$706.29
Check Group:					
\$-0.48 Pro-rated Adjustment Applied - AT-A-GLANCE® Horizontal Reversible Erasable Academic and Regular Year 2025-2028 Well Calandar Larra, 38" v 24"	~	250953	424663465001	001.100.2520.6611.500.000.0000	(\$0.48)
וכמו בסבל בסבל אמו למומולמו, המואלי כל א בי			5/27/2025	SUPPLIES	
AT-A-GLANCE® Horizontal Reversible Erasable Academic and Regular Year 2025-2026 Wall Calendar, Large, 36" x 24"	2	250953	424663465001	001.100.2520.6611.500.000.0000	\$52.07
1			5/27/2025	SUPPLIES	

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Voucher Detail Listing			Voucher Batch Number: 2552	06/12/2025
Fiscal Year: 2024-2025				
Vendor Remit Name QTY Description Vendor #	PO No.	Invoice Invoice Date	Account	Amount
2024-2025 AT-A-GLANCE® Vertical Reversible Erasable	3 250953	424664547001	001.100.2520.6611.500.000.0000	\$72.63
Academic Yearly Wall Calendar, 36" x 24", Multicolor		5/27/2025	SUPPLIES	
\$-0.67 Pro-rated Adjustment Applied - 2024-2025 AT-A-GLANCE® Vertical Reversible Erasable Academic	1 250953	424664547001	001.100.2520.6611.500.000.0000	(\$0.67)
rearly wall Calendar, 30 × z4 , Mulucolor		5/27/2025	SUPPLIES	
	•		Check #: 45273088	
			PO/InvoiceTotal:	\$123.55
			Vendor Total:	\$3,515.73
PACIFIC OFFICE AUTOMATION				
Check Group:				
SY2024-25. Blanket PO NTE \$37,000. Printer management and service agreements, face kiosk	1 250161	293003	001.100.2580.6432.500.000.0000	\$27.15
nanagement and service agreements		5/13/2025	TECHNOLOGY REPAIRS/MAINTENANCE	
SY2024-25. Blanket PO NTE \$37,000. Printer management and service agreements, face klosk	1 250161.	329826	001.100.2580.6432.500.000.0000	\$804.67
management and service agreements		5/28/2025	TECHNOLOGY REPAIRS/MAINTENANCE	
			Check #: 45273091	
			PO/InvoiceTotal:	\$831.82
			Vendor Total:	\$831.82
PHOENIX CONSERVATORY OF MUSIC 1415C				
Open PO Phoenix Conservatory of Music will provide services for music enrichment classes after school on Thursdays for 3 hours at the rate of \$70 per hour. Classes will begin in September and end of April of 2025 - 21 visits	1 250382	4791	163.100.1000.6320.101.000.0000	\$4,000.00
at 3 hours per visit at \$ / 0 per hour = \$210 per visit x z t visits= \$4,410.00 (Split fund between two accounts)		6/6/2025	PROFESSIONAL SERVICES	

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Voucher Detail Listing				Voucher Batch Number: 2552	06/12/2025
Fiscal Year: 2024-2025					
Vendor Remit Name Description	ΔΤ	PO No.	Invoice Invoice Date	Account	Amount
Open PO Phoenix Conservatory of Music will provide services for music enrichment classes after school on Thursdays for 3 hours at the rate of \$70 per hour. Classes will begin in September and end of April of 2025 - 21 visits at 3 hours per visit at \$70 per hour = \$210 per visit x 21		1 250382	4791	013.100.1000.6320.101.000.0000	\$410.00
Visito* 47,410.00 (Clyin Iniu Detween 190 accounts)			6/6/2025	PURCH PROF SVCS - EDUCATION SERVICES	
			υ	Check #: 45273092	
				PO/InvoiceTotal:	\$4,410.00
				Vendor Total:	\$4,410.00
FLAN B PACILITY SERVICES Check Group:					
Paver & Concrete Driveway Cleaning		1 250950	FOWLERPW0522 6/4/2025	001.100.2630.6590.500.000.0000 MISC PURCHASED SERVICES	\$225.00
			o	Check #: 45273093	
				PO/(nvoiceTotal:	\$225.00
				Vendor Total:	\$225.00
REPUBLIC SERVICES Check Group:					
BLANKET PO NTE \$62,500 FROM 7/1/2024 THROUGH 6/30/2025 FOR TRASH REMOVAL AND LANDSCAPE		1 250033	307530027250 - 5/25	001,100,2621,6421,500,000,0000	\$201.98
DEBRIS ROLL OFF			5/31/2025	DISPOSAL SERVICES	
BLANKET PO NTE \$62,500 FROM 7/1/2024 THROUGH 6/30/2025 FOR TRASH REMOVAL AND LANDSCAPE DEBRIS ROLL OFF		1 250033	307530027253 - 5/25	001.100.2621.6421.101.000.0000	\$376.88
			5/31/2025	DISPOSAL SERVICES	
BLANKET PO NTE \$62,500 FROM 7/1/2024 THROUGH 6/30/2025 FOR TRASH REMOVAL AND LANDSCAPE DEPDIS DOLL OCE		1 250033	307530027260 - 5/25	001,100,2621,6421,102,000,0000	\$425,84
			5/31/2025	DISPOSAL SERVICES	
BLANKET PO NTE \$62,500 FROM 7/1/2024 THROUGH 6/30/2025 FOR TRASH REMOVAL AND LANDSCAPE DEPRIS ROLL OFF		1 250033	307530027261 - 5/25	001.100.2621.6421.103.000.0000	\$577.80
			5/31/2025	DISPOSAL SERVICES	
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Voucher Detail Listing			Voucher Batch Number: 2552	06/12/2025
Fiscal Year: 2024-2025				
Vendor Remit Name QTY Description Vendor #	PO No.	Invoice Invoice Date	Account	Amount
BLANKET PO NTE \$62,500 FROM 7/1/2024 THROUGH 6/30/2025 FOR TRASH REMOVAL AND LANDSCAPE DERBIS DOLL OFF	1 250033	307530030939 - 5/25	001.100.2621.6421.107.000.0000	\$513.36
		5/31/2025	DISPOSAL SERVICES	
BLANKET PO NTE \$62,500 FROM 7/1/2024 THROUGH 6/30/2025 FOR TRASH REMOVAL AND LANDSCAPE PERPIS POLI OFF	1 250033	307530032818 - 5/25	001.100.2621.6421.104.000.0000	\$469.60
		5/31/2025	DISPOSAL SERVICES	
		O	Check #: 45273094	
Check Group: 2				
BLANKET PO NTE \$62,500 FROM 7/1/2024 THROUGH 6/30/2025 FOR TRASH REMOVAL AND LANDSCAPE DERDIS DOLL OFF	1 250033	307530049712 - 5/25	001.100.2621.6421.105.000.0000	\$560.91
		5/31/2025	DISPOSAL SERVICES	
BLANKET PO NTE \$62,500 FROM 7/1/2024 THROUGH 6/30/2025 FOR TRASH REMOVAL AND LANDSCAPE DERBIS POLLOFE	1 250033	307530049712 - 5/25	001.100.2621.6421.106.000.0000	\$560.90
		5/31/2025	DISPOSAL SERVICES	
		0	Check #: 45273095	
			PO/InvoiceTotal:	\$3,687.27
			Vendor Total:	\$3,687.27
SOUTHERN TIRE MART, LLC				
Check Group. DI ANIZET DIO NITE 633 000 EDOM 07/04/2024	1 250083	6400123345	001 400 2730 8611 500 000 0000	\$550 21
THROUGH 06/30/2025 FOR PURCHASE OF TIRES		6/9/2025	Transportation: General Supplies	
For Labor, Service and Repairs of Tires 7/1/2024 through	1 250083	6100123345	001,400,2730,6431,500,000,0000	\$176.00
0/30/2025		6/9/2025	REPAIRS & MAINT - NON TECH	
BLANKET P.O NTE \$33,000 FROM 07/01/2024	1 250083	6100123464	001,400.2730,6611.500.000.0000	26.606\$
		6/9/2025	Transportation; General Supplies	
For Labor, Service and Repairs of Tires 7/1/2024 through	1 250083	6100123464	001.400.2730.6431.500.000.0000	\$170.00
0,505,005,0		6/9/2025	REPAIRS & MAINT - NON TECH	

Printed: 06/11/2025 6:19:44 PM Report: rptAPVoucherDetail	-	2024	2024.1.42	Page: 22

Voucher Detail Listing			Voucher Batch Number: 2552	06/12/2025
Fiscal Year: 2024-2025				
Vendor Remit Name QTY Description	PO No.	Invoice Invoice Date	Account	Amount
\$-34.78 Pro-rated Adjustment Applied - BLANKET P.O NTE \$33,000 FROM 07/01/2024 THROUGH 06/30/2025 FOR PURCHASE OF TIRES	1 250083	6100123464	001,400,2730,6611,500,000,0000	(\$28.93)
		6/9/2025	Transportation: General Supplies	
\$-34.78 Pro-rated Adjustment Applied - For Labor, Service and Beneire of Thes 7/4/2004 through 8/20/2005	1 250083	6100123464	001.400.2730.6431.500.000.0000	(\$5.85)
and repairs of thes it itsouth intought ordored		6/9/2025	REPAIRS & MAINT - NON TECH	
			Check #: 45273096	
			PO/InvoiceTotal:	\$1,773.40
			Vendor Total:	\$1,773.40
STARS, STUDENT THERAPY				
Check Group:		:		
Increased for invoices exceeding the original PO amount and OT/PT services for PS screening day	1 250230	25 AZIZ-15	001.200.2160.6330.503.000,0000	\$5,244.80
		4/27/2025	PURCH PROF SVCS - OTHER LIC PROF	
Increased for invoices exceeding the original PO amount	1 250230	25 AZIZ-16	001.200.2160.6330.503.000.0000	\$5,900.40
and OT/PT services for PS screening day.		5/12/2025	PURCH PROF SVCS - OTHER LIC PROF	
Increased for involces exceeding the original PO amount	1 250230	25 AZIZ-17	001.200.2160.6330.503.000.0000	\$5,900.40
and OT/PT services for PS screening day.		5/31/2025	PURCH PROF SVCS - OTHER LIC PROF	
			Check #: 45273097	
			PO/InvoiceTotal:	\$17,045.60
Check Group:				
Blaket PO, Increased to Continue With Psychologist	1 250232	25 CHAV-21	001,200,2140.6330,503.000,0000	\$6,956.00
Services For the Aerikaniuel Of the School real 24-23 FT		5/31/2025	PURCH PROF SVCS - OTHER LIC PROF	
Blaket PO, Increased to Continue With Psychologist	1 250232	25 SALD-21	001.200.2140.6330.503.000.0000	\$6,956.00
Services For the Remainder of the School Teal 24-25 FT		5/31/2025	PURCH PROF SVCS - OTHER LIC PROF	
			Check #: 45273097	
			PO/InvoiceTotal:	\$13,912.00
			Vendor Total:	\$30,957.60
THE CHILDREN'S CENTER FOR				!
Printed: 06/11/2025 6:19:44 PM Report: rptAPVoucherDetail		20	2024,1,42	Page: 23

	201112			
Voucher Detail Listing			Voucher Batch Number: 2552	06/12/2025
Fiscal Year: 2024-2025				
Vendor Remit Name QTY Description	ΓΥ PO No.	Invoice Invoice Date	Account	Amount
Check Group:				
Increased to Continue Sudent Services Tuition for the	1 250210	251080	001.200.1000.6563.503.000.0000	\$1,668.00
		5/2/2025	TUITION TO PRIVATE SCHOOLS	
			Check #: 45273098	
			PO/InvoiceTotal:	\$1,668.00
			Vendor Total:	\$1,668.00
THE S J ANDERSON COMPANY Check Group:				
Remove and replace concrete slab to repair and underground water leak at Fowler Elementary, NTE	1 250458	2025.06.231	001.100.2620.6431.101.000.0000	\$10,000.00
000°014		6/10/2025	NON-TECH REPAIRS AND MAINT	
			Check #: 45273099	
			PO/InvoiceTotal:	\$10,000.00
			Vendor Total:	\$10,000.00
TREASURE BAY INC				
Check Group:				
Summer Packs/English-Only: Getting Ready for Third	20 250889	366484	164.100.1000.6643.107.000.0000	\$1,139.00
כומתם (כ סססים מוזת ליסותסטה		5/9/2025	Instructional Aids	
PROMO Code 25MTB	1 250889	366484 5/9/2025	164.100.1000.6643.107.000.0000 Instructional Aids	(\$227.80)
			Check #: 45273100	
			PO/InvoiceTotal;	\$911.20
914 H			Vendor Total:	\$911.20
Check Group:				
SHOE COVER DISPENSER - SMALL	1 250710	193676748 6/3/2025	364.900.3300.6611.525.400.6507 SUPPLIES	\$351.80
BOOTIE BUTLER™ WATERPROOF SHOE COVERS	10 250710	193676748	364,900,3300,6611,525,400,6507	\$321.98
		6/3/2025	SUPPLIES	
Printed: 06/11/2025 6:19:44 PM Report: rptAPVoucherDetail	tail	21	2024,1,42	Page: 24

Voucher Detail Listing				Voucher Batch Number: 2552	06/12/2025
Vendor Remit Name Description	QTY Vendor#	PO No.	Invoice Invoice Date	Account	Amount
				Check #: 45273101	
				PO/InvoiceTotal:	\$673.78
Check Group:					
48 X 40 X 36" DOUBLE WALL GAYLORD BOX WITH LID	3OX WITH LID	10 250954	193359729 5/27/2025	001,100.2520.6611.500.000.0000 SUPPLIES	\$298.11
SHIPPING/HANDLING		1 250954	193359729 5/27/2025	001.100.2520.6611.500.000.0000 SUPPLIES	\$117.12
				Check #: 45273101	
				PO/InvoiceTotal:	\$415.23
				Vendor Total:	\$1,089.01
VALLEY SCHOOLS MANAGEMENT GROUP					
Check Group:					
Proucrement Consultation Retainer for a minumum of 3 hours a month at \$125 per hour for a monthly rate of \$375.	numum of 3 ily rate of \$375.	1 250134	2015466	001.100.2570.6360.500.000.0000	\$375,00
Any missage charges would be at \$0.020.			5/31/2025	EMPLOYEE TRAING AND PROF DEV SERV	
				Check #: 45273102	
				PO/InvoiceTotal:	\$375.00
				Vendor Total:	\$375.00
				Grand Total:	>, \$104,019.91

End of Report

6.12.35

Page:

Conse	ent Item • July 8, 2025	X	Action
D.3.	Recommendation to Approve Budget and Expenditure Report		Information/Discussion
Subm	nitted by Mr. Gary Holland, Director of Finance		

RECOMMENDATION:

It is recommended that the Governing Board approve the Budget and Expenditure Report. This report is a consent item for approval at each Governing Board meeting. The Board approves any minor changes the Finance Department may make by approving the report monthly. If required, a formal budget revision will be presented appropriately to the public and the Governing Board per A.R.S. §15-905 requirements.

Budget Expense Statement FY25 June 2025

				_				·
M&O F001	General Fund	Adopted Budget - Dec Rev	Year to Date Expense	5	Encumbrances		Budget Balance	% Budget to Use
Program	Description							
100	Regular Education	\$ 29,742,469.00	\$ 20,928,863.70) \$	1,581,864.25	\$	7,231,741.05	24.319
200	Special Education	\$ 4,841,794.00	\$ 4,569,546.74	\$	291,792.90	\$	(19,545.64)	-0.40%
400	Transportation	\$ 2,088,598.00	\$ 1,324,457.45	\$	194,841.65	\$	569,298.90	27.26%
550	K-3 Reading Program	\$ 293,990.00				\$	84,918.29	28.889
620	Athletics	\$ 450.00			-	\$	-	0.00%
900	Community Programs	\$ 246,924.00	\$ 235,326.57	7 \$	5,169.53	\$	6,427.90	2.60%
	Total M&O				2,073,668.33	\$	7,872,840.50	78.849
CSF F010	Classroom Site Fund with Breakdown	Adopted Budget	Year to Date Expense	5	Encumbrances		Balance	% Budget to Use
010	Classroom Site Fund	\$ 6,400,196.00	\$ 2,343,524.8	5 \$	12,073.53	\$	4,044,597.62	63.19%
011	Base (20%)	\$ 1,280,039.20	\$ 858,714.41	. \$	-	\$	421,324.79	32.919
012	Performance (40%)	\$ 2,560,078.40		5 5	-	Š	1,500,639.94	58.629
013	Other (40%)	\$ 2,560,078.40			12,073.53	\$	2,122,632.89	82.919
	l Project Funds (Grants/Propositions)	Approved Budget	F	Т	Encumbrances		Balance	% Budget to Use
Fund#	Description							
020	Instructional Improvement Fund	\$ 264,678.00	\$ 77,668.78	\$	-	\$	187,009.22	70.669
100	Title 1 - FY25	\$ 1,843,865.54	•		50,581.72	- 1	329,975.45	17.909
110	Systemic School Improvement	\$ 1,072,196.76			27,678.75	Ś	602,688.86	56.219
140	Title II - FY25	\$ 451,198.48			•		422,531.42	93.659
167	Title IV - FY25	\$ 242,576.86			\$7,303.43		165.243.78	68.129
193	Title III - FY25	\$ 145,772.93			11,250.00		16,089.59	11.049
221	IDEA Basic - FY25	\$ 642,142.34					37,293,15	5.819
223	IDEA Preschool - FY25	\$ 27,953.09			5,705.10	Ś	1,227.08	4.399
162	21CCLC - Sun Canyon	\$ 150,000.00	•		18,014.88	Ś	10,125.59	6.75%
163	21CCLC - Sovied Carryon	\$ 97,500.00			8,635.00		12,837.74	13.179
164	21CCLC - Fowler 21CCLC - Sunridge & Tuscano	\$ 240,000.00	•		36,744.18	- 1	51,377.50	21.419
	oject Funds - Pre School Age (Federal Funds		Year to Date Expense	Т	Encumbrances	Ļ	Balance	% Budget to Use
Franci H	through City of Phoenix)							
Fund#	Description	\$ 1,470,923.90	÷ 1023.4FF.34	٠,	349,314.74	Ļ	89,154.06	6.069
361	HeadStart - City of Phoenix (Odd)					- 7.	•	
364	Early HeadStart - City of Phoenix	, , , , , , , , , , , , , , , , , , , ,	\$ 614,701.99	"		÷	368,722.63	33.449
Other	Special Funds, Including Cash Funds	Beginning Cash Balance	Year to Date Revenue	2	Year to Date Expenses		Encumbrances	Cash Balance
Fund #	Description		ŀ					
290	Medicaid Reimbursement (MJPS)*	\$ 740,414.01					12,214.18	•
500	School Plant	\$ 141,264.25	\$ 30,981.19	\$	11,072.82	\$	-	\$ 161,172.62
515	Civic Center	\$ 69,116.47			80.39		-	\$ 88,546.08
520	Community Programs**	\$ 1,887.63	\$ 149,378.2	\$	151,375.41	\$	120.47	\$ (230.00
525	Auxiliary Operations	\$ 20,133.22		١\$	12,411.96	\$	2,657.50	
526	Tax Credit	\$ 126,885.25	\$ 24,714.13	\$	482.80	\$	-	\$ 151,116.58
530	Gifts and Donations	\$ 207,954.74	\$ 17,189.93	\$	116,247.49	\$	5,078.35	\$ 103,818.83
850	Student Activities	\$ 161,748.62	\$ 43,004.23	i \$	2,602.46	\$	1,925.36	\$ 200,225.01
E-Ra	ite, Food Service & Capital Funding	Budgeted Amount	Year to Date Expense	s	Encumbrances		Balance	% Budget to Use
Fund#	Description					L		
374	E-Rate Reimbursement*	\$ 110,000.00				\$	14,528.00	13.219
510	Food Service*	\$ 4,200,000.00	\$ 3,130,787.2	3 \$	160,650.92	\$	908,561.85	21,639
610	Unrestricted Capital (aka DAA)	\$ 10,198,940.05	\$ 1,114,966.86	5 \$	2,399,980.68	\$	6,683,992.51	65.549
620	Adjacent Ways**	\$ 50,000.00		\$		\$	50,000.00	100.009
630	B Bond	\$ 6,000,000.00		-			1,963,495.15	32,729
		\$ 3,500,000.00				\$	3,355,000.00	95.869
700	Debt Service	7 3,300,000		<u> </u>		· ·	.,,	
700	Fiduciary & Proprietary Funds	Budgeted	Beginning Cash		Revenues	Y	ear to Date Expenses	Cash Balance
•	Fiduciary & Proprietary Funds		Beginning Cash Balance		Revenues	Y	ear to Date Expenses	Cash Balance
700 Fund # 855			Balance	 \$				

 $^{{\}bf ^*Federal\ Reimbursement\ Programs}.$

^{**}This will be brought to a zero balance once final payroll for this fund has run.

Conse	ent Item • July 8, 2025	X	Action
D.4	Recommendation to Approve Student Activity Reports and Fundraising Activities	··········	Information/Discussion
Submi	itted by Mr. Gary Holland, Director of Finance		

RECOMMENDATION:

It is recommended that the Governing Board approve the Student Activity Reports and their planned Fundraising Activities.

INFORMATION:

This report is included as a consent item for approval at each regular board meeting. The Student Activity Reports are required to be presented to the Board monthly and reflect the revenue and expenses at each site, specific to the Student Activities' Site Accounts.

See A.R.S. Section 15-1123, USFR Appendix H.

When there are Student Activities (Fundraisers or Events run by and for students, specific to the Student Activity Accounts), these activities require Board Approval. A list will be provided for the Board's approval.

See A.R.S. Section 15-1121, USFR Appendix H.

101 FOWLER ELEMENTARY SCHOOL STUDENT ACTIVITIES LEDGER

6/24/2025

\$0.14	ä														٠.	. i.			₀	'ni
×	BALANCE												-						ENDING	BALANCE
	DEPOSIT																	•	TOTAL	DEPOSITS
	CHECK																		TOTAL	
	DATE PAID																		BEGINNING	BALANCE
rges)	CHECK NUMBER																			
(Italics means pending PO charges)	DESCRIPTION																			FUND
	D																			
BALANCE:	# 0 4											 •							:	
BEGINNING	REQUEST PO #																			

102 SUNRIDGE ELEMENTARY SCHOOL STUDENT ACTIVITIES

6/24/2025

	1010		(Italics means pending PO charges)	(səb)				\$180.04
REQUEST PO#	PO #	70	DESCRIPTION	CHECK	DATE PAID	CHECK	DEPOSIT	BALANCE
UATE								
			,					
	i							
				i				
							į	
			FUND		BEGINNING	TOTAL	TOTAL	ENDING PAI ANCE
			604 040		\$180.04	\$0.00		\$180.04
			201-000		*****			_

103
SANTA MARIA STUDENT ACTIVITIES LEDGER
Caleb Willow
6/24/2025
(Italics means pending PO charges)

\$5,604.75	BALANCE					ļ	ļ	i											ENDING BALANCE	\$6,430.50
	DEPOSIT	\$195.00	\$169.00	\$236.00	\$225.75														TOTAL DEPOSITS	
	CHECK	AMOON																	TOTAL	\$0.00
	DATE PAID																	:	BEGINNING BALANCE	\$5,604.75
yes)	CHECK	NUMBER																		
(ruits means penning to cingles)	DESCRIPTION	T-SHIRT SALES	DRESS DOWN 8/25/24	DRESS DOWN 9/26/24	DRESS DOWN 11/4/2025														FUND	850-103
Canada de la casa de l	01	OFPOSIT	DEPOSIT	DEPOSIT	DEPOSIT						A. M. A. S.								, de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la constitución de la const	
AL ANCE.	# 04																			
PECININIS BALANCE	REQUEST	8/19/2024	9/3/2024	9/30/2024	11/8/2024											-				

104 SUN CANYON ELEMENTARY SCHOOL LEDGER

6/24/2025 //emline

			(Italics means pending PO charges)	ges)				42 177 20
BEGINNING	BALANCE:							35,277.30
REQUEST PO#	#04	TO	DESCRIPTION	CHECK	DATE PAID	CHECK	DEPOSIT AMOUNT	BALANCE
							į	
			CNIII		BEGINNING	TOTAL	TOTAL	ENDING
			- CND		BALANCE	핅	H	BALANCE
			850-104		\$3,277.38		\$0.00	\$3,277.38

105 WESTERN VALLEY ELEMENTARY SCHOOL STUDENT ACTIVITIES LEDGER

6/24/2025 (Italics means pending PO charges)

\$1,740.75	BALANCE					7.			w**										ENDING BALANCE	\$2,010.75
		\$270.00			: !				- 1											\$270.00
	CHECK	┝╾															1		CHECKS	g
	DATE PAID													:					BEGINNING	\$1,740.75
/can	CHECK																	!		
rance means penantal or and penantal	DESCRIPTION	FUNDRAISER CANE'S																	FUND	850-105
	10	DEPOSIT																		
BALANCE	# O.																			
BEGINNING	REQUEST PO#	2/12/25	1 1																	

. 106 WESTERN VALLEY MIDDLE SCHOOL STUDENT ACTIVITIES LEDGER

6/24/2025

(Italics means pending PO charges)

			(Italics means pending PO charges)	rges)				\$7 914.52
BEGINNING BALANCE:	BALANCE			700110		נהבטה	DEBOCIT	
REQUEST DATE	# Od	٤	DESCRIPTION	NUMBER	DATE PAID	AMOUNT	AMOUNT	BALANCE
						:		
			FUND		BALANCE	TOTAL	TOTAL DEPOSITS	
			850-106		\$7,914.52	\$0.00	\$0.00	\$7,914.52
		1			ł			

107 TUSCANO ELEMENTARY SCHOOL STUDENT ACTIVITIES LEDGER Brianna Quintero/Alina Jordan 6/24/2025

	\$7,141.81	BALANCE															4									10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10 Sept. 10						*	ENDING	BALANCE	58,145.10
		DEPOSIT AMOUNT	\$81.00	4.00	*E34		\$55.00	\$504.25	\$63.00		\$898.00	\$203.00	\$486.00	\$512.00	\$27.00	\$622.50	-e				ni., \$()	\$20.00	\$134.00	 A- 75.	- 2,36	, p	-04	1045	20,20			هـ س		DEPOSITS	\$3,605.75
		CHECK			ļ	\$522.94				\$1,098.47							\$128.65	\$283.07	\$124.97	\$110.50	\$111.77												TOTAL	CHECKS	\$2,602.46
		DATE PAID		11/15/2024	11/15/2024	1/24/2025				1/31/2025			••••				03/28/25																BEGINNING	BALANCE	\$7,141.81
		CHECK		45271293	45271293	45271775				45271863							45272256	45272618	PENDING DUE TO DUPLICATE ORDER	45272669	45272618														
(Italics means pending PO charges)		DESCRIPTION	T-SHIRT SALES	FALL FESTIVAL /SPIRIT WEEK SUPPLIES	FALL FETIVAL PRIZES	FALL FESTIVAL LIGHT TOWER	T-SHIRT SALES	READING FOR EDUCATION	FALL FESTIVAL TICKET SALES	SPIRIT/STUDENT COUNCIL TSHIRTS	FALL FESTIVAL TICKET SALES 10/30/24	FALL FESTIVAL TICKET SALES 10/30/24	FALL FESTIVAL TICKET SALES 10/30/24	BOO GRAMS SALES 11/6/24	T-SHIRT SALES	VALENTINE'S GRAMS SALES	HEART LOLLIPOPS	POSITIVE BEHAVIOR INCENTIVE STORE SUPPLIES	STUDENT COUNCIL SUPPLIES	STUDENT COUNCIL FIELD TRIP BUS FEES	STH GRADE DANCE SUPPLIES	T-SHIRT SALES	5TH GRADE DANCE TICKET SALES	 						 					850-107
		a.	DEPOSIT	AMAZON	AMAZON	NEW WESTERN RENTALS	DEPOSIT	DEPOSIT	DEPOSIT	TOMAS ROBLES/ROBLES TEES	DEPOSIT	DEPOSIT	DEPOSIT	DEPOSIT	DEPOSIT	DEPOSIT	AMAZON	AMAZON	AMAZON	AMAZON	AMAZON	DEPOSIT	DEPOSIT						·						
	ALANCE:	#0d		250476	250475	250487			:	250510							250645	250828	250778	250841	250829														
	BEGINNING BALANCE	REQUEST	10/4/2024	10/9/2024	10/9/2024	10/14/2024	10/18/2024	10/18/2024	10/23/2024	11/1/2024	11/4/24	11/4/24	11/4/24	11/8/24	11/16/24	2/21/25	3/28/25	4/10/2025	4/10/2025	4/10/2025	4/10/2025	5/21/2025	5/21/2025												

		·		
·			·	

Conser	nt Item • July 8, 2025	X	Action
D.5	Recommendation to Accept Donations to the District		Information/Discussion
Submit	ted by Mr. Gary Holland, Director of Finance		

RECOMMENDATION:

NO UPDATES

Information and Discussion Item • July 8, 2025		Action
E.1. Food Service Report	X	Information/Discussion
Submitted by Mr. Gary R. Holland, Finance Director.		

INFORMATION/DISCUSSION:

The Food Service Report includes activity through June 2025 FY25. The report is included for informational purposes.

510 FOOD SERVICE REPORT 2024-25

	JUNE	שיוע	DAILY AVG.
BEGINNING CASH BALANCE	\$1,253,903,11		
REVENUE			
Sales	\$59.70	\$18,368,10	\$102,05
Caterina	\$427.50	\$40,878.71	\$227.10
Rebates	\$0,00	\$3,277.79	\$18.21
Supply Chain Assistance Funds	\$0.00	\$0,00	\$0.00
Est, Reimbursement	\$38,855.48	\$3,690,759.88	\$20,504,22
TOTAL REVENUE	\$39,342,68	\$3,753,284,48	\$20,851.58
INVENTORY			
Food	\$11,786,62		
Non-Food	\$7,798.09		
Commodities	\$63,084,78		
TOTAL INVENTORY	<u>\$82,669,49</u>		
EXPENSES			
*Food - 6630 & 6633	\$41,813,37	\$1,519,712.16	\$8,442.85
Supplies - 6611	\$4,176.82	\$183,976.55	\$1,022.09
Labor - 6150/6154	\$101,035,91	\$1,157,062,32	\$6,428.12
Benefits - 6200	\$23,000.46	\$340,381.85	\$1,891.01
Repairs - 6430	\$558.89	\$42,396.15	\$235,53
Equipment Over \$1000-6732	\$0.00	\$16,406.48	\$91.15
Equipment Under \$1000-6731	\$551.35	\$4,489.90	\$24.94
Technology Equip/Software - 6737	\$0.00	\$3,915,03	\$21.75
Dues & Fees - 6810	\$0.00	\$15,600.83	\$86.67
IT Services - 6340	\$0.00	\$8,386.66	\$46.59
Prof Dev Services & EE Training	\$0.00	\$1,500,00	\$8,33
Commodity Freight - 6632	\$0.00	\$31,048.64	\$172.49
Non Tech Maintenance - 6431	\$0.00	\$942.02	\$5,23
Warehouse - 6612	\$1,093,24	\$4,533.75	\$25,19
Misc Expenses - 6590/6890	\$22,35	\$144.95	\$0.81
*Capital Expenses - 6700	\$0,00	\$0.00	\$0,00
TOTAL	\$172,252.39	\$3,330,497,29	\$18,502,76
INDIRECT COST @ 18%	\$23,479.02	\$325,941.32	\$1,810.79
*not included in indirect cost			
TOTAL EXPENSES	<u>\$195,731,41</u>	<u>\$3,656,438,61</u>	<u>\$20,313,55</u>
MONTHLY PROFIT OR LOSS	-\$156,388.73	\$96,845,87	\$538,03
ENDING CASH BALANCE	\$1,097,514,38		
Operating Days	16 summer school days	180	

510 FOOD SERVICE REPORT 2024-25

	JUNE	YTD	DAIŁY AVG.
Meals Served			
TOTAL REIMBURSABLE BREAKFAST	4,950	455,628	2,531
TOTAL REIMBURSABLE LUNCHES	5,462	525,167	2,918
Paid Lunch - Adult	19	5,528	31
TOTAL REIMBURSABLE SNACKS	0	12,725	71
1 -Month Average Operating Cost \$318,298,54 2 -Month Average Operating Cost \$636,597.08 3 -Month Average Operating Cost \$954,895,62			

***Dates

5/24/25-6/30/25

Information and Discussion Item ● July 8, 2025			Action		
E.2.	Fowler Elementary School District Head Start and Early Head Start Monthly Report	X	Information/Discussion		
Submitted by Mr. Gary Holland, Director of Finance, Prepared by Ms. Elizabeth Camu					

INFORMATION/DISCUSSION:

The Fowler Elementary School District Head Start and Early Head Start Monthly Report for the month of June 2025 are presented for informational purposes only.



Fowler Elementary School District *Head Start*Monthly Report June 2025

Program Information Summaries:

Students Enrolled-Students not in session

Total average daily attendance:

Daily attendance-Students not in session

Meals/ Food Service Department:

Meals served-Students not in session

Ongoing Monitoring

Not applicable students not in session.

<u>Fowler Head Start Parent Policy Committee</u>

Policy Committee meeting will resume in August 2025

Upcoming Events:

N/A



Fowler Elementary School District *Early Head Start*Monthly Report June 2025

Program Information Summaries:

39 Students

Total average daily attendance:

80% of daily attendance

Meals/ Food Service Department:

352 Meals Served

Ongoing Monitoring

During the month of June, the City of Phoenix continued conducting Fidelity in (Environment) in all Early Head Start classrooms. The city of phoenix continues to provide resources and support to all families in the program.

Fowler Early Head Start Parent Policy Committee

Policy Committee meeting June 14, 2025.

Upcoming Events:

Early Head Start Teachers continue to work through the summer.