

MAINE CONSOLIDATED SCHOOL DISTRICT # 10
P.O. Box 50010 Parks, Arizona 86018 (928-635-2115)

Pursuant to Arizona Revised Statutes, A.R.S. 38-4311.02 and A.R.S. 15-321, notice is hereby given to the members of the Maine Consolidated School District Governing Board, and to the General Public, that the Governing Board will hold a regular meeting open to the public in the Board Room at Maine School, Parks, Arizona. The Board reserves the right to change the order of items on the agenda, with the exception of any public hearing. If any person with a disability needs any type of accommodation, please notify the Maine Consolidated School District Office at the above listed phone number at least 8 hours prior to the scheduled time.

The Governing Board reserves the right to move into Executive Session for legal advice with its attorneys for any item listed on the agenda, in person or telephonically, pursuant to A.R.S. 38-431.03(A) (3).

Maine Consolidated School District is dedicated to achieving educational excellence for all. Through high expectations, the development of lifelong learning habits, promoting active parental involvement, and quality professional development; we enable our students to embrace the change, growth, and opportunities for achievement in the diverse world of their future, and thereby become productive and successful citizens.

Regular Board Meeting
Mary Beam Building
Library
October 01, 2024 5:00 PM

1. Call to order
2. Adoption of the agenda
3. Pledge of allegiance/ Moment of silence
4. Board Meeting minutes not previously approved:
 - a. Minutes: September
 - b. Governing board members
 - c. Superintendent report
5. Call to the Public: *(members of the Governing Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action)*
6. Action items:
 - a. **Consent agenda:** (Ms. Velazco)
 1. Payroll vouchers: 6
 2. Expense vouchers: 2506, 2507
 3. Expenditure report
 4. Student Activity, Auxiliary, Insurance, Revolving
 - b. **Specific items of District business:**
 1. Discussion and possible action fiscal year 2024 annual financial report
 2. Discussion and possible action classroom site fund plan FY 2025
 3. Discussion and possible action National Alliance on Mental Illness (NAMI): Ending the Silence Presentations (student, staff, families)

4. Discussion and possible action policy advisory 801-807 (first reading)

7. Comments:

8. Upcoming meetings:

Regular Board Meeting: Monday, November 11 @ 5pm

** (possible change of date, holiday) **

9. Adjournment:

Maine Consolidated School District #10
P.O. Box 50010 Parks, Arizona 86018 (928) 635-2115

Dated and posted this 30th day of September 2024

By

A handwritten signature in blue ink, appearing to read "D. H. R.", is written over a horizontal line.

Maine Consolidated School District #10

Regular Board Meeting

September 9, 2024

Scott McClung called the meeting to order at 5:03 pm. Scott McClung, Jerome Larson, Kodi Mortensen were all present. Zachary Tamburello was present by phone.

Scott McClung motioned to approve the agenda with changes to #7 on the agenda to add Dan Messer to the list. Jerome Larson 2nd the motion. 5-0 motion carries

Kodi Mortensen motioned to accept the minutes not previously approved. Jerome Larson 2nd the motion. 5-0 motion carries

Governing Board Report: Scott McClung mentioned that the meeting next month needed to be changed because 2 members will be out. They decided to move the meeting date to October 1st at 5:00 pm.

Superintendent Report: Dr. Roberson reported that 1st grade won the attendance award for August. Attendance was at 5% absenteeism. Dr. Roberson will be presenting on Procurement on October 1, 2024. McFarlane field is coming along with drainage and cement done, turf will arrive on 9/26/2024. Mentors have submitted homework data for the different grade levels. He also gave an update on the campus renovations and stated that the Herb Johnson building is getting electrical and plumbing completed this week.

Kodi Mortensen motioned to approve the consent agenda. Jerome Larson 2nd the motion. 5-0 motion carries.

Kodi Mortensen motioned to consider, discuss and take action to approve additional \$400,000 funding for the teacherage, bring the total to \$1.421 million. Jerome Larson 2nd the motion. Scott McClung motioned to approve. Kodi Mortensen 2nd the motion. 5-0 motion carries

Kodi Mortensen motioned to consider, discuss and take action to approve for an exceptional student services teacher/interventionist position. Jerome Larson 2nd the motion. Scott McClung motioned to approve. Jerome Larson 2nd the motion. 5-0 motion carries

Kodi Mortensen motioned to consider, discuss and take action to approve the reclassification of an instructional aide (classified) to teacher (certified). Scott McClung 2nd the motion. This individual is already certified for ESS teacher. Scott McClung motioned to approve. Kodi Mortensen 2nd the motion. 5-0 motion carries

Kodi Mortensen motioned to consider, discuss and take action to approve a groundskeeper/sub driver position. Jerome Larson 2nd the motion. Dr. Roberson explained the he is trying to incentivize being a sub bus driver with extra hours that we are in need of a groundskeeper. Scott McClung motioned to approve. Kodi Mortensen 2nd the motion. 5-0 motion carries

Kodi Mortensen motioned to consider, discuss and take action to approve classified salary scale update. Jerome Larson 2nd the motion. Dr. Roberson stated that the only thing that changed was adding the

groundskeeper position to the A column. Scott McClung motioned to approve. Jerome Larson 2nd the motion. 5-0 motion carries

Kodi Mortensen motioned to consider, discuss and take action to approve pay beyond contract for UDL training in October. Scott McClung 2nd the motion. Dr. Roberson stated that this would be a 2-hour training for all staff working with students at \$40/hr. Kodi Mortensen motioned to approve. Jerome Larson 2nd the motion. 5-0 motion carries

Kodi Mortensen motioned to consider, discuss and take action to approve pay beyond contract for Tutoring coordinator/tutors. Kodi Mortensen motioned to approve. Scott McClung 2nd the motion. 5-0 motion carries

Kodi Mortensen motioned to consider, discuss and take action to approve Policy Advisories 788-800 (2nd Reading). Jerome Larson 2nd the motion. Kodi Mortensen motioned to approve. Jerome Larson 2nd the motion. 5-0 motion carries

Next meeting will be October 1, 2024 at 5:00 pm.

Kodi Mortensen motioned to adjourn at 5:35 pm. Jerome Larson 2nd the motion. 5-0 motion carries



Home of the "Mustangs"
MAINE CONSOLIDATED SCHOOL #10

10 Spring Valley Road PO Box 50010 Parks, AZ 86018
Superintendent - Dr. Justin Roberson
(928) 635-2115 Fax (928) 635-5320

Superintendent Report
Dr. Justin Roberson
October 1, 2024

Mission and Vision:

Maine Consolidated School District is dedicated to achieving educational excellence for all.

Through high expectations, the development of lifelong learning habits, promoting active parental involvement, and quality professional development; we enable our students to embrace the change, growth, and opportunities for achievement in the diverse world of their future, and thereby become productive and successful citizens.

Governing Board Goals:

- **Community involvement:** Governing board members will increase their involvement with the community through attendance and communication with school and community-related activities.
- **Attendance:** Governing board members through positive reinforcement and support of our school, will increase the attendance rate of students by 2% and staff by 5%

District Goals:

Goal 1: Student Achievement:

Objectives

- 1.1: Develop professional learning communities as a framework to improve student learning
- 1.2: Assess and improve curriculum
- 1.3: Improve professional learning for all staff

Action Step:

- Focus on responding and decision-making to student data
- District leadership alignment and advisory committees

- Implement professional learning communities with SMART goals

Goal 2: Fiscal Responsibility:

Objectives

- 2.1: Increase fiscal opportunities
- 2.2: Revise and implement operations and processes and procedures
- 2.3: Create capital Masterplan

Action Step:

- Update and improve funding opportunities including but not limited to e-rate, ESEA, SFB
- Develop and implement a plan to align operations
- Implement current and new construction SFB projects

Goal 3: High Quality Professionals:

Objectives

- 3.1: Enhance recruitment
- 3.2: Increase retention
- 3.3: Implement systems of teacher and staff support

Action Step:

- Continue early hiring process; increase student teacher placement
- Retention bonuses and staff recognition
- Mentoring and support for teachers and staff

Goal 4: School Culture/ Community Engagement:

Objectives

- 4.1: Create an environment that maintains mutual respect
- 4.2: Communication
- 4.3: Advocacy

Action Step:

- Teacher survey of administration
- Assess current tools or communication
- Apply for grants to support student learning opportunities

AASA Smart Goals

ELA
 MCSO students will increase from 57% to 62% on AASA ELA Assessment by April 2025.

MATH
 MCSO students will increase from 51% to 56% on AASA Math Assessment by April 2025.

THIS IS HOW WE WILL MEET OUR GOAL:

- Standards focus within curriculum; essential elements of instruction; DIBELS; utilized with fidelity
- RTU MTSS focus with timely and purposeful interventions in ELA and Math for tier 1,2,3 groupings; progress monitor.
- Social Emotional Learning implemented based on student need, assessed and reflected with positive behavior and intervention supports within the curriculum
- Consistency with grading and homework expectations
- Incorporate SMART goals setting in the classroom and recognizing mastery and improvement



o **SMART Goals (superintendent):**

- Be a visible, accessible and responsive superintendent and principal to the learning community by responding to emails and phone calls within 24 hours; spending at least 50% of my working time outside the office and front-loading weekly communication to staff and families throughout the 24-25 school year
- Support the growth of all students and staff (including superintendent) through professional development, interventions and learning opportunities to become better at their craft; improve fidelity with curriculum and become an A rated district by Arizona Department of Education Accountability for 24-25 school year.
- The superintendent will show fiscal responsibility by maintaining or increasing revenue for the district equal to or exceeding the salary of the superintendent by June 30, 2025



**Maine Consolidated School
 Student Count Report (SAIS)**

Year: 2024-2025
 Report: ADM602

**Maine Consolidated School
 09/02/2024-09/26/2024**

| Grade | Sections | Section Average | Active Student Count | Gain | Loss | Net | Period Absence Rate |
|--------------|-----------|-----------------|----------------------|----------|----------|----------|---------------------|
| PS | 8 | 0.12 | 1 | 0 | 0 | 0 | 0.00% |
| KG | 9 | 1.22 | 11 | 0 | 0 | 0 | 4.36% |
| 1 | 8 | 1.62 | 13 | 0 | 0 | 0 | 4.15% |
| 2 | 8 | 1.62 | 13 | 0 | 0 | 0 | 9.31% |
| 3 | 7 | 1.57 | 11 | 0 | 0 | 0 | 4.27% |
| 4 | 8 | 2.12 | 17 | 0 | 0 | 0 | 5.35% |
| 5 | 8 | 1.88 | 15 | 0 | 0 | 0 | 3.13% |
| 6 | 8 | 2.50 | 20 | 1 | 0 | 1 | 2.88% |
| 7 | 9 | 1.44 | 13 | 0 | 0 | 0 | 6.00% |
| 8 | 8 | 1.12 | 9 | 0 | 0 | 0 | 5.56% |
| Total | 81 | 1.82 | 123 | 1 | 0 | 1 | 4.87% |

**Maine Consolidated School District
 Student Count Summary
 09/02/2024-09/26/2024**

| School | Active Student Count | Gain | Loss | Net | Period Absence Rate |
|---------------------------|----------------------|----------|----------|----------|---------------------|
| Maine Consolidated School | 123 | 1 | 0 | 1 | 4.87% |
| Total | 123 | 1 | 0 | 1 | 4.87% |

Upcoming/ Ongoing Events:

- October 1: PTO Meeting
- October 1: Tutoring begins
- October 2: Arizona Rural Schools Presenter (SFB; funding acquisition; procurement)
- October 3: End of 1st quarter
- October 5: Soccer Tournament: Ash Fork
- October 7: Student Council sponsor Fire Prevention Week; Ponderosa FD visit; poster contest
- October 9: Cross Country: Buffalo Park
- October 9 & 10: Fall Break (No School)
- October 14: Ponderosa Search and Rescue: winter focus program (k-5)
- October 14: Vision and hearing testing
- October 14: Girls Basketball Begins
- October 28: Northern AZ Middle School Cross Country Championships
- October 28-31 Student Council sponsored Red Ribbon Week
- October 30: PTO Trunk or Treat 4-6pm *tentative*

MCS D Merchandise:

We have created a google form for families to fill out to buy our new shirts, beanies and hats! Prices are on the form. Please send out this link to your parents! Thank you so much!

https://docs.google.com/forms/d/1L9948KDvOC3S1EDs8SDMrZ8Zryq49C6Klylcll_uHQI/edit#:~:text=https%3A//docs.google.com/forms/d/e/1FAIpQLSdCvMJc9yi7fWFqOmINKFWU4Lmp3HQGpozVyy1wkAkxZMDxFQ/viewform%3Fusp%3Dsf_link

Arizona Cardinals Fundraiser:

Here is the link to our fundraiser with the AZ Cardinals. Every ticket sold we receive \$10 in fundraiser money! We have this posted on our website as well!

<https://pa.exchange/marketplace/95d1a41e-2d99-11ef-a2cb-15f2ceb0dc44/storefront/95d1a64e-2d99-11ef-9e55-171573f182c9>

Emergency Response Management System:

<https://mcsd10.org/standard-response-protocol-guidelines/>

Climate Survey:

<https://mcsd10.org/climate-survey-results/>

Finance:

Arizona School District Spending—Fiscal Year 2023—Analysis and data file:

<https://sdspending.azauditor.gov/District/DistrictPage?year=2023&ctd=030310>

Preliminary State Aid Payment: \$56,338.74



Arizona Department of Education

SCHOOL FINANCE

Maine Consolidated School District (4199)

Preliminary October Payment and Reminder to Verify Student Data

Based on Average Daily Membership (ADM) in the Arizona Education Data Standards (AzEDS) system on 09/15/2024, the preliminary state aid payment for Maine Consolidated School District is \$56,338.74. This preliminary payment amount is based on 180,870 weighted regular ADM (0.67% change compared to last month) and 32,819 weighted Group B Add-on ADM (0.45% change compared to last month). Weighted ADM is calculated by multiplying the unweighted ADM values in AzEDS by the weights specified in statute. Unweighted ADM for this payment is 116,730 (0.70% change compared to last month). The October state aid payment is the fourth payment of the [FY 2025 Monthly Payment and AzEDS Processing Schedule](#) and 33.33% of annual equalization assistance less previous payments year-to-date. Payment adjustments, such as adjustments for audit findings or prior-year data corrections pursuant to A.R.S. § 15-915, may be added or changed prior to the payment. The BSA64 report published at [https://schoolfinance.reports.azed.gov/](#) will detail the final payment calculation after the payment. If the ADM values above are not accurate, verify student data and ensure data is reconciled and free of integrity errors. A new Data Recapture date can be requested through a HelpDesk request. When creating a new ticket, use the School Finance "ADM Data Recapture Request" template. Requests must be submitted and approved by School Finance before **09/27/2024** at 5pm. A revised preliminary payment or final payment amount will not be available. The BSA55 report published at [https://schoolfinance.reports.azed.gov/](#) will detail the final annual equalization assistance calculation for this month. For more information about School Finance student data and payment calculations and reports, contact us through [HelpDesk](#), or call us at (602) 542-5695 for support from a School Finance Analyst.

- **Grants-Funded Projects:**
 - **Water Conservation Grant: \$357,454.62 (\$89,363.66 cash/capital)**
 - **Week of October 7: final inspection of field**
 - **Week of September 18: geotechnical investigation of soil: Western Technologies (awaiting report)**



- **ESEA funding:**
 - **GME Title Allocation FY24 (final): \$77,273.96**

- GME Title Allocation FY25 (initial): \$72,264.56
 - IDEA Allocation FY22: \$28,811.74
 - IDEA Allocation FY24: \$27,359.39
 - IDEA Allocation FY25: \$28,557.90
- **Donations and sales:**
 - none at this time

Continuous District Improvement Plan:

Comprehensive Needs Assessment School Year 24-25: Focal Point Questions; Goals; Action Steps

Focal Point Questions

Maine Consolidated School District (030310000) Public District - FY 2025 - Low Risk - Maine Consolidated School (030310101) Public School - Integrated Action Plan - Rev 0

Go To

INSTRUCTIONS: Using the [Guiding Rubric](#) as reference, rate your school using the following scale for each question.

- 0 Not yet begun
- 1 Beginning implementation
- 2 Beyond initial implementation
- 3 Deeply embedded

| Focal Point Question | Rating |
|--|--------|
| 1. Is the School's mission and vision for student success widely known and shared by stakeholders? | 3 |
| 2. Do school structures and systems (bell schedules, calendar, common planning time, professional development, expanded opportunities, etc.) maximize student success? | 2 |
| 3. Do teachers, administrators, parents and students have a common understanding of what we want students to know and be able to do? | 2 |
| 4. Do assessments and benchmarks align to standards and accurately predict state assessment results? | 1 |
| 5. Do teachers use aligned instructional practices that achieve the best student achievement results? | 1 |
| 6. Is effective intervention provided when students have not demonstrated mastery of required content skills? | 1 |
| 7. Is effective enrichment provided when students have demonstrated mastery of required content skills? | 1 |
| 8. Is there an effective and efficient system used to improve, catalog, and save teacher work (scope & sequence, assessments, etc.)? | 1 |

Goals and Action Steps

Maine Consolidated School District (030310000) Public District - FY 2025 - Low Risk - Maine Consolidated School (030310101) Public School - Integrated Action Plan - Rev 0

Go To

| Math Goal (Required) | | | |
|---|----------------------------|---------------------|-------------------------------|
| Maine Consolidated School students will increase 5% on AASA math assessment by April of 2025 | | | |
| Action Steps With Identified Need | Related Focal Point # | Timeline | Person(s) Responsible & Title |
| • Standards-based instruction in math through the Eureka Math program implementation with fidelity through professional development support provided by mentors. | 5. Instructional Practices | July 2024-June 2025 | Justin Roberson |
| • MTSS focus with timely and purposeful interventions in math for tier 1, 2, 3 groupings; progress monitored and data analyzed by the math coordinator and implemented by math interventionists. | 6. Interventions | July 2024-June 2025 | Justin Roberson |
| • Based on all available student data, teachers intentionally plan instruction that supports every student in meeting rigorous learning goals by differentiating instruction and implementing Universal Design for Learning, professional development implemented by mentors. | 5. Instructional Practices | July 2024-June 2025 | Justin Roberson |

Goal: Maine Consolidated School students will increase 5% on AASA math assessment by April of 2025

- **Focal Point 5: Instructional Practices:** Standards-based instruction in math through the Eureka Math program implementation with fidelity through

professional development support provided by mentors, administrators and relevant outside entities

- **Focal Point 6: Interventions:** MTSS focus with timely and purposeful interventions in math for tier 1,2,3 groupings; progress monitored and data analysis by the math coordinator and administration; implemented by math interventionists
- **Focal Point 5: Instructional Practices:** Based on all available student data, teachers intentionally plan instruction that supports every student in meeting rigorous learning goals by differentiating instruction and implementing Universal Design for Learning, professional development implemented by mentors, administrators and relevant outside entities

| ELA Goal (Required) | | | |
|--|------------------------------|-----------------------|-------------------------------|
| Maine Consolidated School students will increase 5% on AASA ELA assessment by April of 2025 | | | |
| Action Steps With Identified Need | Related Focal Point # | Timeline | Person(s) Responsible & Title |
| • Standards-based instruction in ELA through the Amplify program implementation with fidelity through professional development support provided by mentors. | • 5: Instructional Practices | • July 2024-June 2025 | • Justin Roberson |
| • MTSS focus with timely and purposeful interventions in math for tier 1,2,3 groupings; progress monitored and data analysis by the ELA coordinator and implemented by the ELA interventionist | • 6: Interventions | • July 2024-June 2025 | • Justin Roberson |
| • Based on all available student data, teachers intentionally plan instruction that supports every student in meeting rigorous learning goals by differentiating instruction and implementing Universal Design for Learning, professional development implemented by mentors | • 5: Instructional Practices | • July 2024-June 2025 | • Justin Roberson |

Goal: Maine Consolidated School students will increase 5% on AASA ELA assessment by April of 2025

- **Focal Point 5: Instructional Practices:** Standards-based instruction in math through the Amplify program implementation with fidelity through professional development support provided by mentors administrators and relevant outside entities
- **Focal Point 6: Interventions:** MTSS focus with timely and purposeful interventions in math for tier 1,2,3 groupings; progress monitored and data analysis by the ELA coordinator and administrator; implemented by ELA interventionists
- **Focal Point 5: Instructional Practices:** Based on all available student data, teachers intentionally plan instruction that supports every student in meeting rigorous learning goals by differentiating instruction and implementing Universal Design for Learning, professional development implemented by mentors, administrators and relevant outside entities

| Additional Goal 1 | | | |
|---|---------------------------|---------------------|-------------------------------|
| By the summer of 2025, our staff creates an environment which builds mutual respect among leadership, teachers, students, and families | | | |
| Action Steps With Identified Need | Related Focal Point # | Timeline | Person(s) Responsible & Title |
| <ul style="list-style-type: none"> MCS D will improve continuous relationships with leadership, teachers, students and families, understand and be able to create a climate of support. We will set priorities at the beginning of each month, week and day to take time to check in with our colleagues to create a safe and nurturing environment. | 2: Structures and Systems | July 2024-June 2025 | Justin Roberson |
| <ul style="list-style-type: none"> Administration will leverage my calendar to schedule focused work time for when I do my best thinking. I will commit to being open to understanding. I will schedule 30-60 minutes a week to reflect on relationships and self-improvement; we will reflect as a team quarterly to progress monitor and adjust. | 2: Structures and Systems | July 2024-June 2025 | Justin Roberson |

Goal: By the summer of 2025, our staff creates an environment which builds mutual respect among leadership, teachers, students and families.

- Focal Point 2: Structures and Systems:** MCS D will improve continuous relationships with leadership, teachers, students and families, understand and be able to create a climate of support. We will set priorities at the beginning of each month, week and day to take time to check in with our colleagues to create a safe and nurturing environment.
- Focal Point 2: Structures and Systems:** Administration and staff will leverage calendar to schedule focused work time for when I do my best thinking. I will commit to being open to understanding. I will schedule 30-60 minutes a week to reflect on relationships and self-improvement; we will reflect as a team quarterly to progress monitor and adjust.

Human Resources:

- Updated staff directory: <https://mcsd10.org/staff-directory/>
- ASBA Policy Manual Updated: <https://policy.azsba.org/asba/browse/allmanuals/maine/root>

Current curriculum development and review:

- Preschool: Early Learning Standards: <https://www.azed.gov/ece/preschool>
- K-8 grade: Arizona State Standards: <https://www.azed.gov/standards-practices/>

English/ Language Arts Core Curriculum:

- Amplify (series 2) Core Knowledge Language Arts: (grades k-5): <https://amplify.com/programs/amplify-core-knowledge-language-arts/>
- Engage New York: (grades 6-8): review of Amplify materials as a possible supplemental support materials or Arizona alignment <https://www.engageny.org/>

Math Core Curriculum:

- Eureka Math: (grades k-5):

<https://eureka-math.org/student-materials>

- Engage New York (Eureka Math): (grades 6-8): review of materials as a possible supplemental support materials or Arizona alignment

<https://www.engageny.org/>

Social Studies Core Curriculum:

- Harcourt Brace: updated materials provided to grades 7 & 8

<https://www.hmhco.com/programs/into-social-studies#overview>

Science Core Curriculum:

- Harcourt Brace: further review and updated materials are needed

<https://www.hmhco.com/programs/hmh-into-science>

<https://www.hmhco.com/programs/hmh-into-science-6-8#overview>

Houghton Mifflin acquired Harcourt in 2007. It incorporated the Harcourt name to form Houghton Mifflin Harcourt. As of 2012, all Harcourt books that have been re-released are under the Houghton Mifflin Harcourt name. The Harcourt Children's Books division left the name intact on all of its books under that name as part of HMH.

Social Emotional Learning (SEL) Supplemental Curriculum: Second Step

- <https://www.secondstep.org/what-is-second-step>

Other Supplemental Materials/ Interventions:

- IXL (ELA/ Math):

<https://www.ixl.com/>

- Learning A-Z (Head Sprout) (ELA):

<https://www.headsprout.com/>

- Edmentum (Study Island) (ELA):

<https://www.edmentum.com/resources/brochures/study-island-overview>

- Studies Weekly (Social Studies {Arizona}/ Science):

<https://www.studiesweekly.com/arizona/>

- Duolingo (Spanish):

<https://www.duolingo.com/classroom/zuzpzz>

Move On When Reading Submission:

- **Literacy Plan:** submitted 9/25
- **Literacy Data:** window 1: submitted 9/29

Maine Consolidated School District - 24-25 LEA Literacy Data - Window 1

Verify the accurate assessment tools, K-3 student counts, and testing window dates were entered for each grade level, at each school. If any corrections need to be made, click the red REMOVE button, which will prompt you to remove one or more schools from this aggregate view.

Data Submission Due: 12:00 AM - 1, Oct 2024

| Grade Level | Total Number of Students | At Benchmark | Approaching Benchmark | Significantly at Risk |
|--------------|--------------------------|--------------|-----------------------|-----------------------|
| Kindergarten | 11 | 0.0% | 9.1% | 90.9% |
| 1st Grade | 13 | 53.8% | 30.8% | 15.4% |
| 2nd Grade | 13 | 38.5% | 23.1% | 38.5% |
| 3rd Grade | 11 | 36.4% | 27.3% | 36.4% |

Student Achievement:

- **A-F school letter grade 2024: expected late October/ November**



<https://mcsd10.org/az-dept-of-education-a-f-school-letter-grades/>

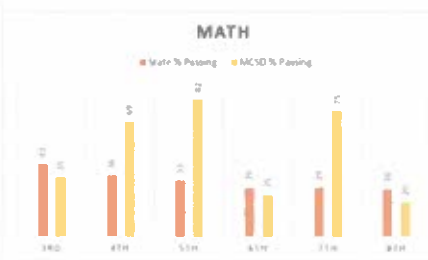
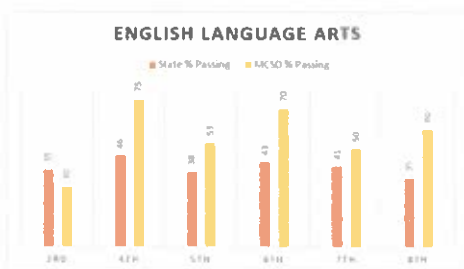
- **Five-year longitudinal comparison AASA; AZM2; AZSCI: (proficient/ highly proficient)**

| AASA/ AZM2 | | |
|------------|-----------|-----------|
| SY | ELA | Math |
| 23-24 | 57* | 51* |
| 22-23 | 38 | 47 |
| 21-22 | 44 | 32 |
| 20-21 | 40 | 32 |
| 19-20 | no scores | no scores |
| 18-19 | 43 | 49 |
| 17-18 | 37 | 47 |

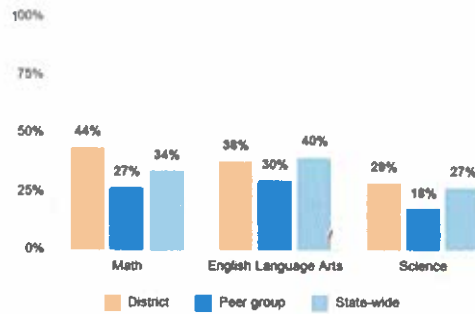
| AZSCI | | |
|-------|----------|----------|
| SY | GR 5 | GR 8 |
| 23-24 | 65* (34) | 60* (27) |
| 22-23 | 40 | 11 |
| 21-22 | 66 | 75 |

Legend:
 * = preliminary
 () = state average

- **AASA 2024 preliminary grade level results:**




District, District peer group, and State-wide student passing percentage, FY 2023




*source: AZ Auditor General

• **AzSCI reports: grades 5 & 8**:**



DEPARTMENT OF EDUCATION
ARIZONA SCIENCE (AzSCI)

ARIZONA ASSESSMENT - SCIENCE (AzSCI)
CONFIDENTIAL ROSTER REPORT WITH SUMMARY
GRADE 5 - SPRING 2024



ARIZONA SCIENCE TEST


SCHOOL: MAINE CONSOLIDATED SCHOOL (0004839)
DISTRICT: MAINE CONSOLIDATED SCHOOL DISTRICT (0004199)

| Overall Passing Proficiency Summary* | | |
|--------------------------------------|---------------|---------------|
| | # of students | % of students |
| SCHOOL | 11 | 65 |
| DISTRICT | 11 | 65 |
| STATE | 27,006 | 34 |

Mean Scale Score: 1361
Students with Valid Results: 17


| Scale score range | # of students | % |
|---|---------------|-----|
| Level 4 (1365-1500) Highly Proficient | 2 | 12% |
| Level 3 (1350-1364) Proficient | 9 | 53% |
| Level 2 (1300-1349) Partially Proficient | 5 | 29% |
| Level 1 (1200-1299) Minimally Proficient | 1 | 6% |

| Summary by Performance Level | | |
|---|---|-----|
| Level 4 (1365-1500) Highly Proficient | 2 | 12% |
| Level 3 (1350-1364) Proficient | 9 | 53% |
| Level 2 (1300-1349) Partially Proficient | 5 | 29% |
| Level 1 (1200-1299) Minimally Proficient | 1 | 6% |



DEPARTMENT OF EDUCATION
ARIZONA SCIENCE (AzSCI)

ARIZONA ASSESSMENT - SCIENCE (AzSCI)
CONFIDENTIAL ROSTER REPORT WITH SUMMARY
GRADE 8 - SPRING 2024



ARIZONA SCIENCE TEST

SCHOOL: MAINE CONSOLIDATED SCHOOL (0004839)
DISTRICT: MAINE CONSOLIDATED SCHOOL DISTRICT (0004199)

| Overall Passing Proficiency Summary* | | |
|--------------------------------------|---------------|---------------|
| | # of students | % of students |
| SCHOOL | 3 | 60 |
| DISTRICT | 3 | 60 |
| STATE | 22,509 | 27 |

Mean Scale Score: 1258
Students with Valid Results: 5

| Scale score range | # of students | % |
|---|---------------|-----|
| Level 4 (1390-1500) Highly Proficient | 0 | 0% |
| Level 3 (1350-1390) Proficient | 3 | 60% |
| Level 2 (1300-1349) Partially Proficient | 2 | 40% |
| Level 1 (1200-1299) Minimally Proficient | 0 | 0% |

| Summary by Performance Level | | |
|---|---|-----|
| Level 4 (1390-1500) Highly Proficient | 0 | 0% |
| Level 3 (1350-1390) Proficient | 3 | 60% |
| Level 2 (1300-1349) Partially Proficient | 2 | 40% |
| Level 1 (1200-1299) Minimally Proficient | 0 | 0% |

Professional Development:

**** Classroom Site Funds: Performance Pay Plan: Professional development for October: (4 hours for certified staff) ****

- Grades 6-8 staff: Mental Health First Aid Training
- Review Beginning of the Year (BOY) data; begin multi-tier systems of support
- Prepare materials for RTI (CKLA materials)
- Analyze MClass DIBELS (k-5) BOY
- Analyze Study Island benchmarks (grades 3-8): beginning data
- ****Create SMART goals for class and individual for AASA testing****

- **Supplementary and core programs:**
 - o Watch webinars for professional development within the programs to maximize home-school usage (use the welcome back agenda for links)

- • IXL, AR, Amplify, Eureka Math, Head Sprout, Study Island
- logins for family access and school use
- **Specialists/ ESS:**
 - Within the master schedule, times you could use the assistance of another adult for tier 1,2 or 3, send days and times via email (individual); how else can you support during the instructional day
 - Individual specialty specific professional development (prior approval)
 - Pre-approved professional development in your area of teaching

October 22: 3:30-5:30 Universal Design for Learning Training: provided by CCESA

Technology:

- **E-Rate Submission for FY 2024:**
(Goal for FY 2025: next 5-year cycle: \$50,000)
Category 1 submission WIFI on school buses: {Kajeet selected}
 - Lumen: **(\$7,769.33) approved**
 - The number of buses for WIFI: **5 (\$5,805) approved**
 - The area the buses travel is Northwestern rural Coconino County from Williams, AZ as the western border to Flagstaff the eastern border, north to Pumpkin Center and south to Garland Prairie
 - There is cell phone service, but there are some spotty areas**Category 2 submission: (\$8,183.46) approved**
{Scheduled for Tuesday, start June 4; finish in September}
 - 1 Hubell Rebox RE2B wall mount cabinet
 - 15 cat 6E data run 150' average
 - Slim Cat 6 patch cables
 - 4 UAP-AC-HD Unifi Access Points
 - 6 Tripp Lite SMART1500LCD 1500VA Battery Backup 900W

Maintenance and Operations: Submitted EDGE Construction, LOR Construction (withdrew), Pointe Companies, Sun Valley Builders

Campus-wide renovation:

- EDGE Construction: \$5,697,000.00 (awarded bid)

Funding for project: \$6,133,352.50

- EDGE Construction: \$5,697,000.00
- Architechnology for Quality Assurance Quality Control (QAQC): \$264,530.00
- Red Tree Consulting for Construction Administration (CA): \$134,772.50
- Adams and Wendt for Abatement Oversight for Lead and Asbestos Remediation: \$37,050.00

Renovation Herb Johnson Building:

- EDGE Construction LLC for Herb Johnson Building Renovations project \$1,421,677 (\$521,677 School Facility Board; \$900,000 Teacherage Grant)
- Architechnology: Quality Assurance Quality Control (QAQC) \$68,940 (SFB)
- Red Tree Consulting: Construction Administration (CA) \$20,928.24 (SFB)
- Adams and Wendt for Abatement Oversight \$37,050 (SFB)

Arizona Department of Administration: Division of School Facilities:

Campus-wide Renovation Project:

- **Mary Beam/ Primary Building:**
 - HVAC energy efficient technology system (evening work begins 9/30)
 - Re-roofing of buildings (tentatively Oct. 9-13; depending on weather)



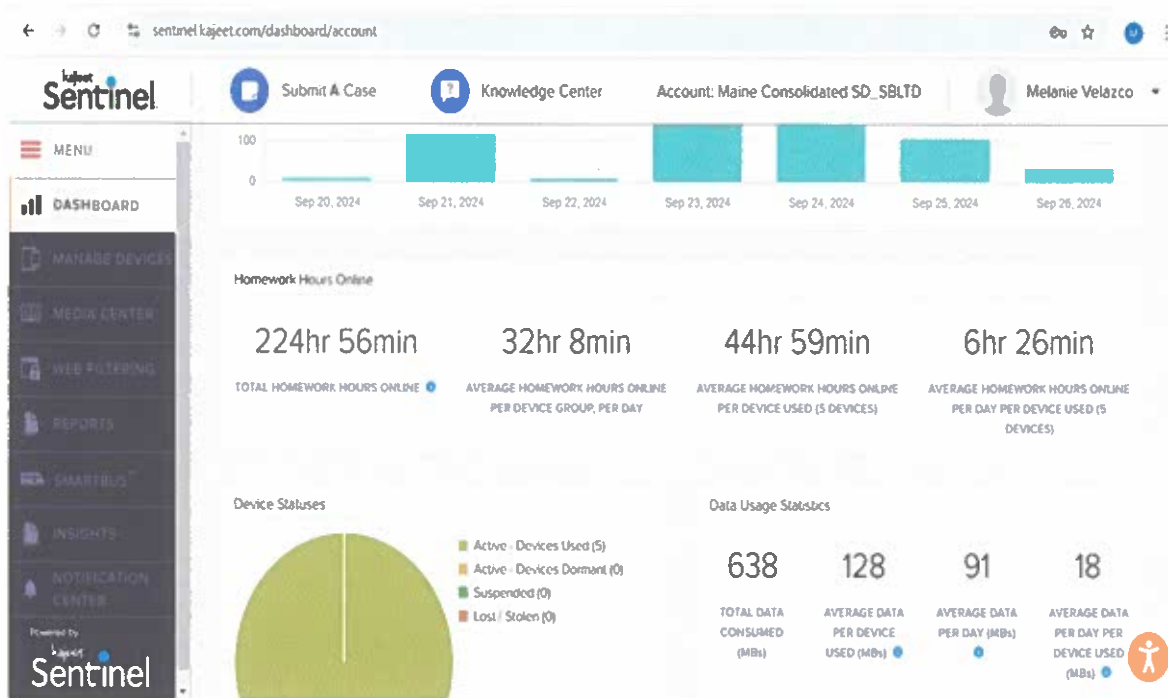
- **Old Maine Building:**
 - Foundational jacks final stages
 - Sheathing, flooring, siding upcoming weeks



- **Herb Johnson Building:**
 - Underground plumbing and electric, backfill complete
 - Pour concrete, framing upcoming weeks



Transportation: bus WIFI usage:



Community: board members-updated:

<https://coconino.az.gov/3224/2024-Governing-Board-Candidates>

*** The Coconino County Elections Office called to let the school know elections are not able to be held at Ponderosa Fire Department due to ADA requirements, voting in March, August and November of 2024 will take place at the community center in Bellmont, voter will be made aware. Maine Consolidated School District is unable to host due to ongoing construction. The district looks forward to working with the election's office in future elections. ***

If you have any questions about any of the information in this report, please feel free contact me at jroberson@mcsd10.org or 928.606.8240.

Thank you for the opportunity to work with our children.

MAINE CONSOLIDATED SCHOOL VOUCHER

Entity Number: 03-3-10

Voucher No: 6

Voucher Date: 09/19/2024

Prepared By: 

Pay Period: 6
Pay Cycle: 1 Regular Pay

Printed: 09/16/2024 01:00:10 PM

THE COUNTY SCHOOL SUPERINTENDENT OF COCONINO COUNTY is hereby authorized to draw warrants against MAINE CONSOLIDATED SCHOOL funds for the sum of \$91,141.76 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.


Administrator

- _____
Scott McClung Board President
- _____
Kodi Mortensen Board Clerk
- _____
Jerome Larson Board Member
- _____
Zachary Tamburello Board Member
- _____
Gale Daniels Board Member

| FUND | GROSS | FICA | RETIREMENT | BENEFITS | TOTALS |
|------|-------------|------------|------------|-------------|-------------|
| 001 | \$61,224.49 | \$4,333.39 | \$7,068.07 | \$10,711.75 | \$83,337.70 |
| 100 | \$1,650.74 | \$125.63 | \$79.98 | \$151.50 | \$2,007.85 |
| 220 | \$887.81 | \$67.92 | \$108.93 | \$3.11 | \$1,067.77 |
| 221 | \$57.57 | \$4.40 | \$7.07 | \$4.49 | \$73.53 |
| 320 | \$635.21 | \$42.64 | \$31.73 | \$113.81 | \$823.39 |
| 510 | \$675.60 | \$49.34 | \$82.89 | \$129.23 | \$937.06 |
| 522 | \$2,304.65 | \$176.31 | \$282.77 | \$130.73 | \$2,894.46 |
| | \$67,436.07 | \$4,799.63 | \$7,661.44 | \$11,244.62 | \$91,141.76 |


AZ tax = 1,310.41
 Fed tax = 13,646.15
 ASRS = 15322.88
 ACR = 490.43
 Surepay = 41,160.06

MAINE CONSOLIDATED SCHOOL VOUCHER

Voucher No: 2506

Voucher Date: 09/18/2024

Prepared By:


Printed: 09/18/2024 01:35:36 PM

THE COUNTY SCHOOL SUPERINTENDENT OF COCONINO COUNTY is hereby authorized to draw warrants against MAINE CONSOLIDATED SCHOOL funds for the sum of \$345,048.22 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Scott McClung

Board President

Kodi Mortensen

Board Clerk

Jerome Larson

Board Member

Zachary Tamburello

Board Member

Gale Daniels

Board Member

MAINE CONSOLIDATED SCHOOL

| Fund | | Amount |
|------|---------------------------------|---------------------|
| 001 | Maintenance and Operation Fund | \$8,717.43 |
| 020 | INSTRUCTIONAL IMPROVEMENT FUND | \$252.18 |
| 160 | TITLE IV | \$1,346.67 |
| 220 | IDEA BASIC GRANT | \$698.00 |
| 349 | FOREST FEES | \$267.72 |
| 510 | Food Service | \$6,055.74 |
| 530 | NON CAPITAL Gifts and Donations | \$216.19 |
| 580 | Teacherage | \$327,494.29 |
| | | \$345,048.22 |

MAINE CONSOLIDATED SCHOOL VOUCHER

Voucher No: 2507

Voucher Date: 09/25/2024

Prepared By:

Melania Velazco
Printed: 09/25/2024 02:55:04 PM

THE COUNTY SCHOOL SUPERINTENDENT OF COCONINO COUNTY is hereby authorized to draw warrants against MAINE CONSOLIDATED SCHOOL funds for the sum of \$8,689.60 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

[Handwritten Signature]

| | |
|--------------------|-----------------|
| Scott McClung | Board President |
| Kodi Mortensen | Board Clerk |
| Jerome Larson | Board Member |
| Zachary Tamburello | Board Member |
| Gale Daniels | Board Member |

MAINE CONSOLIDATED SCHOOL

| Fund | | Amount |
|------|----------------------------------|-------------------|
| 001 | Maintenance and Operation Fund | \$2,493.51 |
| 160 | TITLE IV | \$2,740.32 |
| 510 | Food Service | \$483.31 |
| 526 | GENERAL, XTRACURR ACT TAX CREDIT | \$2,500.00 |
| 530 | NON CAPITAL Gifts and Donations | \$344.18 |
| 610 | Capital Outlay | \$128.28 |
| | | \$8,689.60 |

August 2024

| DATE | CK # | AMOUNT | DATE | DEPOSIT | BALANCE |
|------|------|--------|-----------|----------|----------|
| | | | BEG BAL | | 1,073.49 |
| | | | 8/9/24 | 750.00 | 1,823.49 |
| | | | 8/19/24 | 330.00 | 2,153.49 |
| | | | 8/23/2024 | 80.00 | 2,233.49 |
| | | | | | 2,233.49 |
| | | | | | 2,233.49 |
| | | | | | 2,233.49 |
| | | | | | 2,233.49 |
| | | | | | 2,233.49 |
| | | | | | 2,233.49 |
| | | | | | 2,233.49 |
| | | - | | 1,160.00 | 2,233.49 |

BANK STATEMENT
August 2024

| DATE | # | AMT | AMT |
|------|-----------------|-----|-------------------|
| | CKS NOT CLEARED | | DEPOSITS NOT CLRD |
| | | | END BAL |
| | | | 2,233.49 |
| | | | 2,233.49 |
| | | | 2,233.49 |

Auxiliary

August 2024

| DATE | CK # | AMOUNT | DATE | DEPOSIT | BALANCE |
|------|------|--------|---------|---------|----------|
| | | | BEG BAL | | 4,772.17 |
| | 839 | | | | 4,772.17 |
| | | | | | 4,772.17 |
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| | | | | | 4,772.17 |
| | | - | | - | 4,772.17 |

BANK STATEMENT

| DATE | # | AMT | AMT | |
|------|---|-----|-------------------|----------|
| | | | DEPOSITS NOT CLRD | |
| | | | END BAL | 4,772.17 |
| | | | | 4,772.17 |
| | | | | 4,772.17 |
| | | | | 4,772.17 |
| | | | | 4,772.17 |

*Student
activities*

August 2024

| DATE | CK # | AMOUNT | Reimbursed Account | DATE | DEPOSIT | BALANCE |
|------|------|--------|--------------------|------|---------|----------|
| | | | | | | 1,520.00 |
| | | | | | BEG BAL | 1,344.34 |
| | 2025 | 175.66 | | | | 1,344.34 |
| | | | | | | 1,344.34 |
| | | | | | | 1,344.34 |

175.66 0.00 1,344.34

BANK STATEMENT August 2024

| DATE | # | AMT | AMT |
|------|---|-----------------|-------------------|
| | | CKS NOT CLEARED | DEPOSITS NOT CLRD |
| | | | END BAL |
| | | | 1,344.34 |
| | | | 1,344.34 |
| | | | 1,344.34 |

Revolving

August 2024

| CK # | AMOUNT | DATE | DEPOSIT | BALANCE |
|------|-----------|-----------|-----------|-----------|
| | | | | 30,494.40 |
| 1041 | 1,454.56 | 8/9/2024 | 12,558.44 | 41,598.28 |
| 1042 | 236.66 | Transfer | 7000.00 | 48,361.62 |
| 1043 | 28288.76 | 8/22/2024 | 14645.25 | 34,718.11 |
| 1038 | 27,508.51 | | | 7,209.60 |
| 1039 | 1,367.62 | | | 5,841.98 |
| 1040 | 219.33 | | | 5,622.65 |
| | | | | 5,622.65 |
| | | | | 5,622.65 |
| | | | | 5,622.65 |
| | | | | 5,622.65 |

Uncleared Checks

| CK # | AMOUNT | DATE | DEPOSIT | BALANCE |
|------|--------|------|---------|----------|
| | | | | 5,622.65 |
| | | | | 5,622.65 |
| | | | | 5,622.65 |
| | | | | 5,622.65 |

Insurance

Maine Consolidated School

Expenditure Budget Balance Report

 Summary Only

From Date: 8/1/2024

To Date: 8/31/2024

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description

Budget

Range To Date

YTD

Balance

Encumbrance

% Remaining Bud

| Fund: | Account Number / Description | Budget | Range To Date | YTD | Balance | Encumbrance | % Remaining Bud |
|-------|------------------------------------|----------------|---------------|--------------|----------------|----------------|------------------------|
| 001 | Maintenance and Operation Fund | | | | | | |
| | Fund 001 Total: | \$2,537,821.00 | \$204,656.54 | \$320,559.55 | \$2,217,261.45 | \$2,049,448.00 | \$167,813.45 6.61% |
| 010 | CSF | | | | | | |
| | Fund 010 Total: | \$198,021.79 | \$0.00 | \$93,819.57 | \$104,202.22 | \$0.00 | \$104,202.22 52.62% |
| 011 | TEACHER BASE SALARY INCREASE | | | | | | |
| | Fund 011 Total: | \$24,600.00 | \$0.00 | \$0.00 | \$24,600.00 | \$0.00 | \$24,600.00 100.00% |
| 012 | PERFORMANCE PAY | | | | | | |
| | Fund 012 Total: | \$78,158.00 | \$0.00 | \$0.00 | \$78,158.00 | \$0.00 | \$78,158.00 100.00% |
| 013 | CLSRM SITE PROJECT OPTIONS | | | | | | |
| | Fund 013 Total: | \$48,267.00 | \$0.00 | \$0.00 | \$48,267.00 | \$0.00 | \$48,267.00 100.00% |
| 020 | INSTRUCTIONAL IMPROVEMENT FUND | | | | | | |
| | Fund 020 Total: | \$4,774.00 | \$0.00 | \$0.00 | \$4,774.00 | \$0.00 | \$4,774.00 100.00% |
| 080 | STUDENT SUCCESS | | | | | | |
| | Fund 080 Total: | \$1,043.17 | \$0.00 | \$0.00 | \$1,043.17 | \$0.00 | \$1,043.17 100.00% |
| 100 | TITLE I | | | | | | |
| | Fund 100 Total: | \$53,597.33 | \$1,987.55 | \$2,997.75 | \$50,599.58 | \$42,236.94 | \$8,362.64 15.60% |
| 145 | TITLE II IMPROVING TEACHER QUALITY | | | | | | |
| | Fund 145 Total: | \$8,667.23 | \$0.00 | \$0.00 | \$8,667.23 | \$0.00 | \$8,667.23 100.00% |
| 160 | TITLE IV | | | | | | |
| | Fund 160 Total: | \$10,000.00 | \$2,638.00 | \$2,638.00 | \$7,362.00 | \$6,480.00 | \$882.00 8.82% |
| 220 | IDEA BASIC GRANT | | | | | | |
| | Fund 220 Total: | \$30,000.61 | \$1,195.41 | \$1,195.41 | \$28,805.20 | \$22,886.90 | \$5,918.30 19.73% |
| 221 | IDEA Preschool | | | | | | |

Maine Consolidated School

Expenditure Budget Balance Report

Fiscal Year: 2024-2025

Account Number / Description

Summary Only

From Date: 8/1/2024

To Date: 8/31/2024

Budget Balance

| | Budget | Range To Date | YTD | Balance | Encumbrance | % Remaining Bud |
|-----------|--|---------------|------------|------------|--------------|--|
| Fund: 227 | ARR IDEA Preschool | | | | | |
| | Fund 227 Total: | \$1,730.39 | \$108.85 | \$108.85 | \$1,621.54 | \$1,610.96 0.61% |
| Fund: 228 | ARR IDEA Basic | | | | | |
| | Fund 228 Total: | \$5,437.29 | \$0.00 | \$0.00 | \$5,437.29 | \$0.00 100.00% |
| Fund: 320 | SMALL RURAL SCHOOL ACHIEVEMENT | | | | | |
| | Fund 320 Total: | \$13,386.00 | \$1,423.86 | \$1,423.86 | \$11,962.14 | \$13,912.12 (\$1,949.98) -14.57% |
| Fund: 327 | Dyslexia Training Grant | | | | | |
| | Fund 327 Total: | \$800.00 | \$0.00 | \$0.00 | \$800.00 | \$0.00 100.00% |
| Fund: 328 | ESG | | | | | |
| | Fund 328 Total: | \$32,996.17 | \$0.00 | \$0.00 | \$32,996.17 | \$0.00 100.00% |
| Fund: 346 | ESSR III | | | | | |
| | Fund 346 Total: | \$185,024.71 | \$0.00 | \$0.00 | \$185,024.71 | \$0.00 100.00% |
| Fund: 349 | FOREST FEES | | | | | |
| | Fund 349 Total: | \$60,826.00 | \$2,767.31 | \$3,169.34 | \$57,656.66 | \$357.28 \$57,299.38 94.20% |
| Fund: 353 | Taylor Grazing Fees | | | | | |
| | Fund 353 Total: | \$517.76 | \$0.00 | \$0.00 | \$517.76 | \$0.00 100.00% |
| Fund: 374 | E-Rate | | | | | |
| | Fund 374 Total: | \$30,844.00 | \$0.00 | \$0.00 | \$30,844.00 | \$0.00 100.00% |
| Fund: 467 | Child Care Stabilization Workforce Grant | | | | | |
| | Fund 467 Total: | \$101,284.38 | \$0.00 | \$0.00 | \$101,284.38 | \$0.00 100.00% |
| Fund: 500 | School Plant (Lease Over 1 Year) | | | | | |
| | Fund 500 Total: | \$2.58 | \$0.00 | \$0.00 | \$2.58 | \$0.00 100.00% |

Maine Consolidated School

Expenditure Budget Balance Report

Summary Only From Date: 8/1/2024 To Date: 8/31/2024
 Budget Balance

Fiscal Year: 2024-2026 Account Number / Description Budget Range To Date YTD Balance Encumbrance % Remaining Bud

| | | | | | | | | | | | | | | | | | | | | | |
|-----------|----------------------------------|-------------|------------|-------------|-------------|-------------|--------|--------|--------|--|--|--|--|--|--|--|--|--|--|--|--|
| Fund: 506 | SCHOOL PLANT SALE | | | | | | | | | | | | | | | | | | | | |
| | Fund 506 Total: | \$1.88 | \$0.00 | \$0.00 | \$1.88 | \$0.00 | \$0.00 | \$1.88 | \$0.00 | | | | | | | | | | | | |
| Fund: 510 | Food Service | | | | | | | | | | | | | | | | | | | | |
| | Fund 510 Total: | \$50,375.00 | \$8,022.81 | \$11,067.97 | \$39,307.03 | \$67,470.98 | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| Fund: 515 | Civic Center | | | | | | | | | | | | | | | | | | | | |
| | Fund 515 Total: | \$569.45 | \$0.00 | \$0.00 | \$569.45 | \$0.00 | | | | | | | | | | | | | | | |
| Fund: 520 | Community School | | | | | | | | | | | | | | | | | | | | |
| | Fund 520 Total: | \$982.37 | \$0.00 | \$0.00 | \$982.37 | \$0.00 | | | | | | | | | | | | | | | |
| Fund: 521 | EDCP, EXTENDED DAY CARE PROGRAM | | | | | | | | | | | | | | | | | | | | |
| | Fund 521 Total: | \$16,221.55 | \$0.00 | \$0.00 | \$16,221.55 | \$125.00 | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| Fund: 522 | PRESCHOOL | | | | | | | | | | | | | | | | | | | | |
| | Fund 522 Total: | \$30,503.86 | \$4,836.05 | \$4,836.05 | \$25,667.81 | \$63,669.67 | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| Fund: 525 | AUXILIARY FUND | | | | | | | | | | | | | | | | | | | | |
| | Fund 525 Total: | \$27.12 | \$0.00 | \$0.00 | \$27.12 | \$0.00 | | | | | | | | | | | | | | | |
| Fund: 526 | GENERAL, XTRACURR ACT TAX CREDIT | | | | | | | | | | | | | | | | | | | | |
| | Fund 526 Total: | \$5,535.88 | \$0.00 | \$0.00 | \$5,535.88 | \$2,500.00 | | | | | | | | | | | | | | | |
| Fund: 530 | NON CAPITAL Gifts and Donations | | | | | | | | | | | | | | | | | | | | |
| | Fund 530 Total: | \$5,826.45 | \$1,162.71 | \$3,687.32 | \$2,139.13 | \$191.04 | | | | | | | | | | | | | | | |
| Fund: 555 | Textbooks | | | | | | | | | | | | | | | | | | | | |
| | Fund 555 Total: | \$29.89 | \$0.00 | \$0.00 | \$29.89 | \$0.00 | | | | | | | | | | | | | | | |
| Fund: 565 | LITIGATION | | | | | | | | | | | | | | | | | | | | |
| | Fund 565 Total: | \$762.11 | \$0.00 | \$0.00 | \$762.11 | \$0.00 | | | | | | | | | | | | | | | |

Maine Consolidated School

Expenditure Budget Balance Report

Summary Only

From Date: 8/1/2024

To Date: 8/31/2024

Fiscal Year: 2024-2026

Budget Balance

Account Number / Description

Budget

Range To Date

YTD

Balance

Encumbrance

% Remaining Bud

| Fund: | Account Number / Description | Budget | Range To Date | YTD | Balance | Encumbrance | % Remaining Bud |
|-------|------------------------------|----------------|---------------|--------------|----------------|----------------|------------------------------|
| 570 | INDIRECT COST | | | | | | |
| | Fund 570 Total: | \$3,029.12 | \$0.00 | \$0.00 | \$3,029.12 | \$634.81 | \$2,194.31 72.44% |
| 580 | Teacherege | | | | | | |
| | Fund 580 Total: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$454,102.98 | (\$454,102.98) 0.00% |
| 585 | Insurance Refund | | | | | | |
| | Fund 585 Total: | \$2,010.14 | \$0.00 | \$0.00 | \$2,010.14 | \$0.00 | \$2,010.14 100.00% |
| 610 | Capital Outlay | | | | | | |
| | Fund 610 Total: | \$185,994.66 | \$6,611.81 | \$86,015.12 | \$99,979.54 | \$363,256.74 | (\$263,277.20) -141.55% |
| 650 | Gifts and Donations | | | | | | |
| | Fund 650 Total: | \$811.48 | \$0.00 | \$0.00 | \$811.48 | \$0.00 | \$811.48 100.00% |
| 685 | SFB DEFICIENCIES CORRECTION | | | | | | |
| | Fund 685 Total: | \$1,127.74 | \$0.00 | \$0.00 | \$1,127.74 | \$0.00 | \$1,127.74 100.00% |
| 691 | SFB Building Renewal Grant | | | | | | |
| | Fund 691 Total: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,829,883.23 | (\$6,829,883.23) 0.00% |
| 695 | SFB NEW SCHOOL | | | | | | |
| | Fund 695 Total: | \$6,133.82 | \$0.00 | \$0.00 | \$6,133.82 | \$0.00 | \$6,133.82 100.00% |
| | Grand Total: | \$3,738,147.56 | \$235,410.90 | \$531,518.79 | \$3,206,628.77 | \$9,918,966.65 | (\$6,712,337.88) -179.56% |

End of Report



Home of the "Mustangs"

MAINE CONSOLIDATED SCHOOL #10

10 Spring Valley Road PO Box 50010 Parks, AZ 86018

Superintendent - Dr. Justin Roberson
(928) 635-2115 Fax (928) 635-5320

Classroom Site Fund Plan

Classroom Site Fund ARS 15-977; SB 1139

Fiscal Year 2025

Introduction:

The Maine Consolidated School District #10 (MCSD) Classroom Site Fund (CSF)-Performance Pay Plan is based on proposition 301 approved by Arizona voters in the 200 general election and now codified at ARS 15-977 and SB 1139 revisions. The law requires that a performance-based compensation system be approved to allocate funding from the classroom site fund with a goal of promoting student achievement.

Vision and Mission:

Maine Consolidated School District is dedicated to achieving educational excellence for all.

Through high expectations, the development of lifelong learning habits, promoting active parental involvement, and quality professional development; we enable our students to embrace the change, growth, and opportunities for achievement in the diverse world of their future, and thereby become productive and successful citizens.

Student Achievement Goals and Action Plan:

AASA Smart Goals

ELA

MCSD students will increase from 57% to 62% on AASA ELA Assessment by April 2025..

MATH

MCSD students will increase from 51% to 56% on AASA Math Assessment by April 2025.

THIS IS HOW WE WILL MEET OUR GOAL:

- Standards focus within curriculum; essential elements of instruction; DIBELS; utilized with fidelity
- RTU MTSS focus with timely and purposeful interventions in ELA and Math for tier 1,2,3 groupings; progress monitor.
- Social Emotional Learning implemented based on student need, assessed and reflected with positive behavior and intervention supports within the curriculum
- Consistency with grading and homework expectations
- Incorporate SMART goals setting in the classroom and recognizing mastery and improvement

SMART GOALS:



Eligibility requirements to receive Classroom Site Fund compensation:

A staff member is eligible for performance pay if he or she:

1. Is an employee of the Maine Consolidated School District who meets the definition of “certified teacher” as defined under ARS 15-901 (B)(5).
2. Complete the required performance pay activities established herein.
 - Staff member is eligible for 100% of performance pay if they are under contract 75% or more of teacher contracted days
 - Staff member is eligible for 75% of performance pay if they are under contract 50% or more of teacher contracted days
 - Staff member is eligible for 50% of performance pay if they are under contract 49% or less of teacher contract days

Earning Performance Pay:

Eligible employees will work in collaboration with colleagues and leadership and participate in district organized staff development opportunities. The work completed is supervised by district administration.

Performance pay activities are directed at improving student achievement. Performance pay eligibility is grounded in professional development. These activities are delivered in the form of specialized trainings and workshops conducted outside the student day. When approved activities are completed, they are recorded on a template and submitted to district administration. Eligible employees will submit appropriate documentation to district administration for review.

- Classroom Site Funds money available as of December 2024, will be distributed in a pay period of December 2024
- Classroom Site Funds money balance in June of 2025, will be distributed in the last pay period of June 2025

*Compensation amounts based on available Classroom Site Funding allocated to the district.

Performance Pay Eligible Activities for 2024-2025:

- I. **Curriculum Implementation- complete the following activity:**
 - Complete and submit standards-based weekly lesson plans
- II. **Professional Development- complete the following activity:**
 - Four-hour monthly professional development days
- III. **Community Involvement- complete the following activity:**
 - Student/ family surveys: once a year, results posted to the website and shared with families
- IV. **Student Achievement-complete the following activity: Classroom Site Fund 15-977: Subsection C, Component 3 & 4:**
 - Documentation of 10% growth in ELA or Math: DIBELS mClass or Edmentum Benchmark Testing

V. Teacher Achievement-complete the following activity: Classroom Site Fund 15-977: Subsection C, Component 2:

- Evaluation by administrator with appraisal score of 3.5 or higher (3.0 score is basic, 4.0 score is proficient)

Classroom Site Fund 15-977: Subsection C, Component 5- Graduation rates:

- Not applicable to k-8 district

Classroom Site Fund 15-977: Subsection C, Component 6- Attendance rates:

- Maintain student attendance rate goal of 70% or higher

Classroom Site Fund 15-977: Subsection C, Component 7 &8- Ratings of school quality:

- School will distribute student and parent survey to analyze satisfaction and identify areas of school improvement for the purpose of enhancing student achievement. Surveys will be provided in multiple formats to ensure as many students and parents are afforded the opportunity to provide their feedback.
- Survey results will be shared with stakeholders to improve family and community connections. Recommendations and suggestions will be incorporated into school/district continuous improvement plans.

Classroom Site Fund 15-977: Subsection C, Component 10- Approval process:

- Eligible teachers for the CSF- Performance pay plan will be voted on, the plan must receive an affirmative vote of at least seventy (70) percent: approved at staff meeting 10.26.23 (and email confirmation thereafter)

Classroom Site Fund 15-977: Subsection C, Component 11- Appeals process:

- Appeals will be addressed with the parameters of MCSD#10 Governing Board Policies GBK and GBK-R and staff grievances

Classroom Site Fund 15-977: Subsection C, Component 9 and 12- District oversight committee:

- For the purpose of ensuring the effectiveness of the classroom site fund-performance pay plan, the superintendent shall establish the MCSD classroom site fund committee to monitor, evaluate and revise the effectiveness of the district classroom site fund- performance pay plan. Members of the leadership committee, along with the district administration, may conduct meetings of eligible teachers in order to facilitate and receive the input of the teachers and administrators.

NAMI Ending the Silence

National Alliance on Mental Illness

What is NAMI Ending the Silence?

NAMI Ending the Silence is a free presentation designed to give audience members an opportunity to learn about mental illness through an informative Power Point and short videos. There are 3 types of *Ending the Silence* presentations: one for Students, one for School Staff, and one for Families. Each presentation outlines symptoms of mental health conditions and gives attendees ideas about how to help themselves, friends, or family members who may need support. Additionally, all 3 presentations include personal testimony from a young adult living with a mental health condition and his/her journey to recovery.

NAMI Flagstaff Coconino County, AZ, the local organization of the National Alliance on Mental Illness, is offering NAMI Ending the Silence presentations throughout communities of Coconino County, AZ. Call for more information: 928-848-1465.



Audience Perspectives

"It is amazing what just one day, one talk can do. You never really know what's going on in the brain of any particular student." -Teacher

"I'm really grateful and glad that you talked to us. I often feel very alone or weird because many kids my age don't understand. But, now I'm sure they would be more supportive of me." -Student

Contact us to schedule a NAMI Ending the Silence presentation for your school or youth program!

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86003-0673
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About NAMI

NAMI, the National Alliance on Mental Illness, is the nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness. NAMI Flagstaff Coconino County is an affiliate of NAMI Arizona and NAMI National. NAMI Flagstaff Coconino County and dedicated volunteers and leaders work tirelessly to raise awareness and provide essential education, advocacy and support group programs for people in our communities living with mental illness and their loved ones.

POLICY SERVICES ADVISORY

Volume 36, Number 5

September 2024

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|-------------------------------|---|
| Policy Advisory No. 801..... | Policy BAA — Evaluation of School Board / Board Self-Evaluation |
| Policy Advisory No. 802 | Policy DJE — Bidding / Purchasing Procedures Regulation DJE-R Bidding / Purchasing Procedures |
| Policy Advisory No. 803 | Policy GCFC — Professional Staff Certification and Credentialing Requirements Exhibit GCFC-E — Professional Staff Certification and Credentialing Requirements |
| Policy Advisory No. 804 | Policy GDF A — Support Staff Qualifications and Requirements Exhibit GDF A-E — Support Staff Qualifications and Requirements |
| Policy Advisory No. 805 | Policy IGA — Curriculum Development |
| Policy Advisory No. 806 | Policy IMG — Animals in Schools Regulation IMG-R — Animals in Schools |
| Policy Advisory No. 807 | Regulation JLCD-R — Medicines / Administering Medicines To Students |

POLICY ADVISORY DISCUSSION

Summary

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

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

Policy Advisory Discussion

Policy Advisory No. 801

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

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

Policy Advisory No. 802

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

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

Policy Advisory No. 803

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

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

Policy Advisory No. 804

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

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

Policy Advisory No. 805

Policy IGA — Curriculum Development

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

Policy Advisory No. 806

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

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

Policy Advisory No. 807

Regulation JLCD-R — Medicines / Administering Medicines To Students

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

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

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

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

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

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

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

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

Adopted: _____

LEGAL REF.:

A.R.S.
15-321

CROSS REF.:

BDD - Board-Superintendent Relationship

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

**DJE ©
BIDDING / PURCHASING PROCEDURES**

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

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

Purchases Not Requiring Bidding

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

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

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

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

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

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

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

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

Online Bidding

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

Purchases Requiring Bidding

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

Public Inspection and Rationale for Awarding a Contract

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

Registered Sex Offender Prohibition

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

11-952

15-213

15-213.01

15-213.02

15-239

15-323

15-342

15-382

15-765

15-910.02

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

CROSS REF.:

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

DJE-R

REGULATION

BIDDING / PURCHASING PROCEDURES

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

Requesting Quotations

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

A. Submittal requirements including:

1. Date and time due;
2. Type and manner by which quotations may be received (e.g., telephone, written, fax, e-mail, prepared form);
3. Physical or digital address to which quotations are to be delivered.

B. Specific information the quotation must include.

C. Whether or not negotiations may be held.

D. Options that may be made pursuant to a purchase contract, i.e., extensions and renewals.

E. Contracts for job-order-contracting services shall be limited to no more than five (5) years unless the Board determines that a contract of longer duration would be advantageous to the District and has provided for such duration as a part of bid documents and conditions of renewal or extension within contract language. Such determination should be memorialized in writing and kept in the meeting minutes and contract/bid file.

F. Uniform terms and conditions included in the request by text or reference.

G. Such additional terms, conditions, and instructions as are applicable to the purchase under consideration.

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

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

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

Cumulative and Like Item Purchases

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

Multiple Year Purchases Totaling Less Than One Hundred Thousand Dollars

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

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

Multiple Year Purchases Totaling More Than One Hundred Thousand Dollars

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

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

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

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

Multiple Awards to More Than One Contractor

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

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

Bidding Methods

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

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

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

Definitions

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

Prospective Bidders' Lists

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

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

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

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

Competitive Sealed Bidding

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

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

R7-2-1022:

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

R7-2-1024:

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

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

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

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

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

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

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

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

Multistep Sealed Bidding

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

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

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

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

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

Competitive Sealed Proposals

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

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

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

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

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

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

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

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

B. The type of contract to be used;

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

D. That cost or pricing data is required;

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

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

G. The minimum information that the proposal shall contain;

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

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

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

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

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

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

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

Specified Professional Services and Construction Services

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

Procurement of Services by Certain Other Classes of Providers

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

Contract Requirements

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

Preparation of Specifications

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

Construction Procurement Procedures

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

Emergency Purchases

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

Sole-Source Procurements

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

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

Cooperative Purchasing Agreements

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

Due Diligence

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

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

Federal Regulations for Suspension and Debarment Verification

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

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

(Fingerprinting Requirements)

New Hires

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted: _____

LEGAL REF.:

A.R.S.
13-705
15-183
15-503
15-509
15-512
15-534
15-782.02
15-1330
15-1881
23-1361
41-1750
41-1758.07

CROSS REF.:

GCF - Professional Staff Hiring
GCG - Part-Time and Substitute Professional Staff Employment
IJOC - School Volunteers

GCFC-E ©

EXHIBIT

**PROFESSIONAL STAFF CERTIFICATION
AND CREDENTIALING REQUIREMENTS**

Name (typed or printed) _____ Position

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

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

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

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

Employee signature Date signed

Subscribed, sworn to, and acknowledged before me by _____

_____, this _____ day of _____, 20____,

in _____ County, Arizona.

My Commission Expires _____

Notary Public

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G DFA ©
SUPPORT STAFF QUALIFICATIONS
AND REQUIREMENTS

(Fingerprinting Requirements)

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

- A. Personnel who are required as a condition of licensing to be fingerprinted if the license is required for employment.

- B. Personnel who were previously employed by the District and who reestablished employment with the District within one (1) year after the date that the employee terminated employment with the District.

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

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

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

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

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

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

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

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

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

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

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

M. Burglary in the first degree.

N. Burglary in the second or third degree.

O. Aggravated or armed robbery.

P. Robbery.

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

R. Child abuse.

S. Sexual conduct with a minor.

T. Molestation of a child.

U. Manslaughter.

V. Aggravated assault.

W. Assault.

X. Exploitation of minors involving drug offenses.

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

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

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

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

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

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

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

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

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

Adopted: _____

LEGAL REF.:

A.R.S.
13-705
15-106
15-509
15-512
15-534
23-1361
41-1750

CROSS REF.:

EEAEA - Bus Driver Requirements, Training, and Responsibilities
GDF - Support Staff Hiring
GDG - Part-Time and Substitute Support Staff Employment
JLIA - Supervision of Students

GDFA-E ©

EXHIBIT

**SUPPORT STAFF QUALIFICATIONS
AND REQUIREMENTS**

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

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

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

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

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

_____ Employee signature _____ Date signed

Subscribed, sworn to, and acknowledged before me by _____
 _____, this _____ day of _____, 20____,
 in _____ County, Arizona.

My Commission Expires _____
 _____ Notary Public

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

**IGA ©
CURRICULUM DEVELOPMENT**

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

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-203

15-341

15-701

15-701.01

15-721

15-722

38-431

38-431.09

IMG ©
ANIMALS IN SCHOOLS

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

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

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

11-1024

11-1025

A.A.C.

R13-13-104

R17-9-102

IMG-R ©

REGULATION

ANIMALS IN SCHOOLS

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

The following guidelines shall apply to animals in the schools:

- A. ~~Prior to granting permission,~~ Teachers should check with the school nurse regarding any known allergies among students in the classroom. If allergies exist, parents must be contacted for further direction.
- B. Animals shall not be transported on school buses with the exception of service animals, as defined at A.R.S. 11-1024, which assist disabled passengers.
- C. Animals shall not be transported in other District vehicles without written authorization.
- ~~C.~~ D. Teachers must assume primary responsibility for the humane and proper treatment of any animals in the classroom.
- E. The animal must present no physical danger to students or staff members.
- ~~D.~~ F. Only the teacher or students designated by the teacher are to handle the animals.
- ~~E.~~ G. If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their proper care and safety. The classroom shall be kept clean and free of any animal waste.
- H. The staff member must adhere to local, state and federal laws and to District policies and regulations regarding such animals.

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

JLCD-R ©

REGULATION

**MEDICINES / ADMINISTERING
MEDICINES TO STUDENTS**

(Medication Procedures)

Prescription Drugs

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

Administration by school personnel:

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

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

2. If the voluntary diabetes care assistant is authorized to administer glucagon, either a) the parent or guardian must provide to the school an unexpired glucagon kit prescribed for the student by an appropriately licensed health care professional or nurse practitioner; b) the School District has obtained glucagon pursuant to a standing order.

3. The voluntary diabetes care assistant has provided to the school a written statement signed by an appropriately licensed health professional that the voluntary diabetes care assistant has received proper training in administering glucagon, including the training specified in A.R.S. 15-344.01.

4. If the voluntary diabetes care assistant is authorized to administer insulin, the parent or guardian of the student has provided insulin and all equipment and supplies that are necessary for insulin administration by voluntary diabetes care assistants.

5. The training provided by an appropriately licensed health professional includes all of the following:

a. An overview of all types of diabetes.

b. The symptoms and treatment of hyperglycemia and hypoglycemia.

c. Techniques for determining the proper dose of insulin in a specific situation based on instructions provided in the orders submitted by the student's physician.

d. Techniques for recognizing the symptoms that require the administration of glucagon.

e. Techniques on administering glucagon.

6. A District employee shall not be subject to any penalty or disciplinary action for refusing to serve as a voluntary diabetes care assistant.

7. A school district may annually request a standing order for glucagon from an appropriately licensed health professional. If a standing order is obtained, a school may stock one (1) or more doses of glucagon for emergency administration to a student by an appropriately licensed medical professional or a voluntary diabetes care assistant. A school district may accept monetary donations, grants, or third-party programs to obtain glucagon.

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

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

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

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

Self-administration:

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

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

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

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

Over-the-Counter Medication

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

Administration by school personnel:

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

Self-administration:

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

Protection of Students

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

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

Inhalers

Administration by school personnel:

School personnel administering inhalers will do the following:

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

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

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

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

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

Seizure Management Plans

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

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

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

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

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

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

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

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

Seizure Management Training:

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

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

Individuals that Must be Trained

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

Nurses, under contract or employed by the school:

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

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

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

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

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