

OSBORN SCHOOL DISTRICT NO. 8
GOVERNING BOARD MEETING
July 15, 2025

Public Hearing – 5:30 P.M.

A public hearing will be held for the purpose of discussion of the 2025-2026 Budget and Approval to Spend Insurance Proceeds.

Public Hearing immediately following the Public Hearing to discuss the Budget

A public hearing will be held for the purpose of discussion of Instructional Time Models in accordance with HB 2862

Regular Meeting – Immediately Following the Public Hearings

CONSISTENT WITH THE REQUIREMENT OF A.R.S. §38-431.02, NOTICE OF THIS MEETING HAS BEEN POSTED.

Executive Session

CONSISTENT WITH THE REQUIREMENT OF A.R.S. §38-431.02, NOTICE OF THIS MEETING HAS BEEN POSTED. LOCATION OF THE MEETING IS:

Members of the public may attend by calling the following number (US) +1 405-389-1008 PIN: 537 251 275# or viewing in a Google Meets <https://meet.google.com/top-rtna-hwq> if you have an Osborn Google account.

An individual wishing to address the Governing Board using technological access must email their message or request to speak live to lnye@osbornsd.org by 12:00pm on Tuesday, July 15, 2025.

Agendas are available at least 24 hours prior to each meeting in the District Office at 1226 West Osborn Rd., Monday through Friday between the hours of 7:30 a.m. and 4:30 p.m. One or more Board members may attend telephonically. Board members attending telephonically will be announced at the meeting. The board may vote to recess into an executive session for the purpose of obtaining legal advice from the board's attorney on any matter listed on the agenda pursuant to ARS 38-431.03(A)(3). Accommodations for individuals with disabilities, including alternative format materials, sign language interpretation, and assistive listening devices are available upon 72 hours' advance notice through the Office of the Superintendent 602-707-2002. To the extent possible, additional reasonable accommodations will be made available within the time constraints of the request.

AGENDA

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- I. **Call to Order**
 - II. **Pledge of Allegiance/Land Acknowledgement**
 - III. **District Celebrations and Announcements**
 - IV. **Call to the Public**
 - V. **Consent Agenda**
 - A. Ratification of Accounts Payable Vouchers
 - B. Ratification of Payroll Vouchers
 - C. Board Minutes
 - 1. Regular meeting of June 16, 2025

2. Public Hearing minutes of June 16, 2025
3. Public Hearing minutes of May 13, 2025
- D. Approval of Personnel Items
 1. New Employees
 2. Extra Duty Contracts
 3. Employment Changes/Additions
 4. Resignations
 5. Terminations
 6. Retirements
 7. Leaves of Absence
 8. Non renewals
- E. Donations
- F. Expenditure and Revenue Report
- G. Student Activities Statement of Revenue and Expenditures
- H. Disposal of Equipment
- I. MOUs/Agreements with Partner Organizations:
 1. Approval of the Memorandum of Understanding between Lutheran Social Services of the Southwest and the Osborn School District for the 2025-26 SY.
 2. Approval of the Memorandum of Understanding between Excel Soccer Academy and the Osborn School District for the 2025- 2026 SY
 3. Renewal of MOU with Hands on Greater Phoenix Your Experience Counts Program 2025-2026
- J. Out-of-State Travel to Annual Synergy Conference in Orlando, Florida November 6-7, 2025
- K. Renewal of BIDs, RFPs, RFQs
- L. Approval of the Payroll Specialist position description.

VI. Board Presentation-
None this month

VII. Administrative Reports
A. Administrative Reports—During summer months, principals and directors submit reports on work completed in their school/department if needed. Board members may comment.

VIII. Action Items
Action/Approval
A. Adoption of the 2025/26 Expenditure Budget and Approval to Spend Insurance Proceeds
B. Approval of the proposed Instruction Time Model for Clarendon, Encanto, OMS, Longview and Solano Schools for the 2025-26 school year
C. Out-of-State Professional Development Opportunities for Governing Board Members Ed Hermes, Leanne Greenberg, Violeta Ramos, Rhiannon Ford and Eric Thompson for the 2025-2026 school year
D. Out-of-State Professional Development Opportunities for Superintendent Dr. Michael Robert for the 2025-2026 school year.
E. Approval of first review of ASBA Policy Revisions:

BAA-EB	Evaluation of School Board/Board Self Evaluation
CA	Administration Goals/ Priority Objectives
CB	Superintendent
CBA	Qualifications and duties of the Superintendent
CBCA	Delegated Authority
CBCA-R	Delegated Authority
CBI	Evaluation of Superintendent
CBI-EA	Evaluation of Superintendent
CBI-EB	Evaluation of Superintendent

CCB	Line and Staff Relations
CCB-R	Line and Staff Relations
CFD	School Based Management
CFD-R	School Based Management
CFD-E	School Based Management
CFD	School Based Management (version for 1 school District or < than 600 students)
CHD	Administration in the Absence of Policy
CK	Administrative Consultants
CM	School District Annual Report
IHA	Basic Instructional Program
IJNDB	Use of Technology Resources in Instruction
IJNDB-R	Use of Technology Resources in Instruction
JLF	Reporting Child Abuse/Child Protection
JLIF	Sex Offender Notification
JR	Student Records
DA	Fiscal Management Goals
DB	Annual Budget: Schedule, Preparation/Planning, Format, and Posting/Submission
DBC	Budget Planning, Preparation, And Schedules
DBF	Budget Process, Adoption and Implementation
DBI	Budget Implementation
DBJ	Budget Reconciliation and Transfers
DD	Budget Funding Sources
DDA	Funding Sources Outside the School System
DEC	Funding from Federal Tax Sources (Impact Aid Program)
DFA	Revenues and Income
DFB	Revenues from School Owned Real Estate
DFD	Gift Receipts and Admissions
DFF	Income from School Sales and Services
DG	Banking Services and Authorized Signatures
DGA	Authorized Signatures
DGD	Credit Cards (Credit Cards and/Procurement Cards)
DI	Fiscal Accounting and Reporting
DIA	Accounting System
DIB	Revolving and Auxiliary Funds
DIC	Financial Reports and Statements
DICA	Budget Format
DID	Inventories
DIE	Audits/Financial Monitoring
DIE-R	Audits/Financial Auditing
DJ	Purchasing Ethics
DJE	Bidding/Purchasing Procedures
DJG	Vendor Contractor and Sales Calls Requirements
DJG-R	Vendor Contractor and Sales Calls Requirements
DJGA	Sales Calls and Demonstrations
DJGA-R	Sales Calls and Demonstrations
DK	Payment and Payroll Procedures
DKA	Payroll Procedures/Schedules
DKA-E	Payroll Procedures/Schedules
DN	School Properties Disposition

F. Approval of IGA for Special Education Services Agreement

IX. Board Development

X. Reflections/Feedback on Meeting

XI. Future Agenda Items

XII. Executive Session

The Governing Board may convene an executive session pursuant to A.R.S. Section §38-431.03(A)(1) for the purpose of discussion of the Superintendent's Evaluation

XIII. Adjournment

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – Public Hearing

Agenda Item

2025/26 Expenditure Budget and Approval to Spend Insurance Proceeds

For Board: ☐ Action ☐ Discussion ☒ Information

Background –

In accordance with A.R.S. §15-905, the District must prepare a proposed budget which is transmitted electronically to ADE for posting to their Web site at least ten (10) days before the budget is formally adopted. The Governing Board then holds a public hearing to present the proposed budget to the residents of the District. Immediately following the public hearing, the Governing Board calls to order the Governing Board meeting to adopt the budget.. Districts must adopt the budget by July 15, 2025. The adopted budget must be filed with the County School Superintendent and the Superintendent of Public Instruction no later than July 18, 2025.

The 2025/26 budget was proposed at the June 16, 2025 Governing Board meeting and was published on the Arizona Department of Education's web site on June 23, 2025, along with the Notice of Public Hearing. The documents were also posted on our web site on June 23, 2025. The Truth in Taxation notice was not required this year.

A.R.S. §15-1103 stipulates that districts may use monies from the Insurance Proceeds Fund only after notice and a public hearing. The district has, historically, combined this hearing and approval with the budget adoption.

Legal

A.R.S. §15-905

Financial

Adopted budget sets forth the budget capacity of District spending in 2025/26.

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

Information

Moved _____ Seconded _____ P/F

I certify that the budget of
adopted by the Governing Board on,
Lisa Nye

Osborn School District
July 15, 2025 , and that the complete Adopted Expenditure Budget may be reviewed by contacting
at the District Office, telephone602-707-2002

District, Maricopa County for fiscal year 2026 was officially
during normal business hours.

President of the Governing Board

1. Average Daily Membership:		Prior year	Budget year	4. Average teacher salaries (A.R.S. §15-903.E) 1. Average salary of all teachers employed in FY 2026 (budget year) 2. Average salary of all teachers employed in FY 2025 (prior year) 3. Increase in average teacher salary from the prior year 4. Percentage increase Comments on average salary calculation (Optional): All returning staff in the District (classified, certified and administrative) received a 2% increase for the 25/26 sy.
		2025 ADM	2026 ADM	
Attending	2024 ADM			
		2,236.3592	2,236.3592	
2. Tax Rates:		Prior FY	Est. Budget FY	
Primary rate (equalization formula funding and budget add-ons not required to be in secondary rate)		1.6481	1.6400	
Secondary rate (voter-approved overrides, bonds, and Career Technical Education Districts, and desegregation, if applicable)		2.2356	2.2100	
3. Budgeted expenditures and Budget Limits:		Budgeted Expenditures	Budgeted Carryforward	Budget Limit
Maintenance & Operation Fund		21,234,500	1,800,000	23,034,500
Classroom Site Fund		2,386,674	2,800,000	5,186,674
Unrestricted Capital Outlay Fund		3,506,213	3,000,000	6,506,213

	Maintenance and Operation Expenditures						% Inc./ (Decr.) from Prior FY
	Salaries and Benefits		Other		TOTAL		
	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	
100 Regular Education							
1000 Instruction	9,358,670	8,858,670	734,000	228,000	10,092,670	9,086,670	-10.0%
2000 Support Services							
2100 Students	501,000	420,000	35,000	35,000	536,000	455,000	-15.1%
2200 Instructional Staff	843,000	843,000	48,500	29,500	891,500	872,500	-2.1%
2300, 2400, 2500 Administration	2,470,000	2,163,000	250,500	212,500	2,720,500	2,375,500	-12.7%
2600 Oper./Maint. of Plant	1,576,000	1,100,000	1,524,000	1,417,740	3,100,000	2,517,740	-18.8%
2900 Other	0	0	0	0	0	0	0.0%
3000 Oper. of Noninstructional Services	0	0	75,000	75,000	75,000	75,000	0.0%
610 School-Sponsored Cocurric. Activities	0	0	0	0	0	0	0.0%
620 School-Sponsored Athletics	15,500	15,500	6,100	6,100	21,600	21,600	0.0%
630, 700, 800, 900 Other Programs	0	0	0	0	0	0	0.0%
Regular Education Subsection Subtotal	14,764,170	13,400,170	2,673,100	2,003,840	17,437,270	15,404,010	-11.7%
200 and 300 Special Education							
1000 Instruction	2,400,000	2,280,000	1,033,000	533,000	3,433,000	2,813,000	-18.1%
2000 Support Services							
2100 Students	889,000	789,000	361,000	259,000	1,250,000	1,048,000	-16.2%
2200 Instructional Staff	249,000	249,000	7,000	7,000	256,000	256,000	0.0%
2300, 2400, 2500 Administration	0	0	2,500	2,500	2,500	2,500	0.0%
2600 Oper./Maint. of Plant	0	0	500	500	500	500	0.0%
2900 Other	0	0	0	0	0	0	0.0%
3000 Oper. of Noninstructional Services	0	0	0	0	0	0	0.0%
Special Education Subsection Subtotal	3,538,000	3,318,000	1,404,000	802,000	4,942,000	4,120,000	-16.6%
400 Pupil Transportation	1,229,000	1,075,000	433,000	433,000	1,662,000	1,508,000	-9.3%
510 Desegregation	0	0	0	0	0	0	0.0%
530 Dropout Prevention Programs	0	0	0	0	0	0	0.0%
540 Joint Career and Technical Education and Vocational Education Center	0	0	0	0	0	0	0.0%
550 K-3 Reading Program	202,490	202,490	0	0	202,490	202,490	0.0%
Budgeted Expenditures	19,733,660	17,995,660	4,510,100	3,238,840	24,243,760	21,234,500	-12.4%

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

CTD number070408000

VersionAdopted

Total expenditures by fund				
Fund	Budgeted Expenditures		\$ Increase/(Decrease) from Prior FY	% Increase/(Decrease) from Prior FY
	Prior FY	Budget FY		
Maintenance & Operation	24,243,760	21,234,500	(3,009,260)	-12.4%
Instructional Improvement	170,000	200,000	30,000	17.6%
English Language Learner	45,000	45,000	0	0.0%
Compensatory Instruction	0	0	0	0.0%
Classroom Site	5,002,721	2,386,674	(2,616,047)	-52.3%
Federal Projects	10,139,045	10,014,045	(125,000)	-1.2%
State Projects	1,260,000	1,260,000	0	0.0%
Unrestricted Capital Outlay	6,315,445	3,506,213	(2,809,232)	-44.5%
New School Facilities	0	0	0	0.0%
Adjacent Ways	0	0	0	0.0%
Debt Service	7,822,813	8,174,150	351,337	4.5%
School Plant Fund	766,000	766,000	0	0.0%
Auxiliary Operations	30,000	30,000	0	0.0%
Bond Building	30,000,000	24,600,000	(5,400,000)	-18.0%
Food Service	2,750,000	2,750,000	0	0.0%
Other	5,576,500	5,576,500	0	0.0%

M&O Fund Special Education Programs by type		
Program (A.R.S. §§15-761 and 15-903)	Prior FY	Budget FY
Total All Disability Classifications	4,442,000	4,115,000
Gifted Education	500,000	5,000
Remedial Education	0	0
ELL Incremental Costs	0	0
ELL Compensatory Instruction	0	0
Vocational and Technical Education (non-CTED)	0	0
Career Education (non-CTED)	0	0
Career Technical Education (CTED)	0	0
TOTAL	4,942,000	4,120,000

Proposed staffing summary				
Staff Type	Purchased Services Personnel FTE	Employee FTE	Total FTE	Staff-Pupil Ratio
Certified --				
Superintendent, principals, other administrators		12	12	1 to 186.4
Teachers	0	172	172	1 to 13.0
Other		19	19	1 to 117.7
Subtotal	0	203	203	1 to 11.0
Classified --				
Managers, supervisors, directors		7	7	1 to 319.5
Teachers aides		40	40	1 to 55.9
Other		110	110	1 to 20.3
Subtotal	0	157	157	1 to 14.2
TOTAL	0	360	360	1 to 6.2
Special education --				
Teacher	0	26	26	1 to 14.0
Staff		48	48	1 to 7.0

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.

Agenda Item Number – Public Hearing

Agenda Item

Public Hearing Instructional Time Models

For Board: ☐ Action ☐ Discussion ☒ Information

Background –

[HB 2862](#) requires school districts to have two public hearings on alternative models of instruction for online schools.

HB 2682 allows a school, in its adopted instructional time model, to deliver the annual required instructional time or hours to students through any combination of:

- a) **Direct instruction** (presentation of academic content to students by teachers, such as in a lecture or demonstration)
- b) **Project-based learning** (engages students in solving a real-world problem or answering a complex question and demonstrating their knowledge and skills by creating a public product or presentation for a real audience)
- c) **Independent learning time** (when students are working without direct teacher input and includes work on educational programs, independent reading, homework, etc.)
- d) **Mastery-based learning** (a system in which students advance to higher learning levels upon demonstration of concept and skill mastery, regardless of time, place or pace)

HB 2682 also instructs a school to align its attendance policies to reflect the instructional time and hours under its adopted instructional time model.

The district is recommending the governing board adopt instruction time models for Clarendon, Encanto, OMS, Longview, Montecito and Solano Schools for the 25-26 school year. [Attached](#) are the developed attendance procedures for those students who complete their instructional minutes through the instructional time models.

Legal –

HB 2862

Financial-

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☒ Equity & Excellence for Opportunity and Outcomes

Recommendation

Presentation

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

The Osborn Community advances the full potential of every child
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Agenda Item Number – I/II

Agenda Item

Call to Order

Pledge of Allegiance/ Land Acknowledgement

For Board:

☐

Action

☐

Discussion

☒

Information

Osborn School District Land Acknowledgement

Arizona is home to 22 tribal nations. Osborn School District is situated on the homelands of the Akimel O'odham and Piipaash People. Osborn School District recognizes the original inhabitants of these lands and recognizes they still reside throughout the City of Phoenix. We recognize their wisdom, impact, and generosity toward us. Osborn School District is surrounded by the original Salt River canals that were constructed by the ancestral Sonoran Desert people, the Huhugam. These canals created a livelihood for the people and are still in use today. We acknowledge the modern indigenous people that inhabited this area as well as their Sonoran Desert ancestors, the Huhugam.

[Osborn Land Acknowledgement Video](#)

Background

Legal

Financial

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

Information Only

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
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Agenda Item Number – III

Agenda Item

District Celebrations and Announcements

For Board: ☐ Action ☐ Discussion ☒ Information

Background –

Legal

Financial

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

Information Only

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

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Agenda Item Number – IV

Agenda Item

Call to the Public

For Board: ☐ Action ☐ Discussion ☒ Information

Background –

We welcome citizen input; however, items brought to the Board's attention cannot be discussed unless they are listed as an agenda item. Issues will be referred to the superintendent or appropriate administrator for follow through.

An individual wishing to address the Governing Board using technological access must email their message or request to speak live to lnye@osbornsd.org by 12:00pm on Monday, July 15, 2025.

Legal

Financial

Governing Board Goals

- ☒ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

For Information Only

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
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Agenda Item Number – V-A

Agenda Item

Ratification of Accounts Payable Vouchers

For Board: ☒ Action ☐ Discussion ☐ Information

Background –

The following worksheets reflects Accounts Payable warrants processed through the County Treasurer for district liabilities.

A.R.S. §15-321.G requires that, “An order on a county school superintendent for a salary or other expense shall be signed by a majority of the governing board. An order for salary or other expense may be signed between board meetings if a resolution to that effect has been passed prior to the signing at a regular or special meeting of the governing board and the board ratifies the order at the next regular or special meeting of the governing board.”

Legal

A.R.S. §15-321.G

Financial

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board ratify payment of FY25 Accounts Payable Vouchers from May 1 through May 31, 2025.

Moved _____ Seconded _____ P/F

Osborn School District No. 8
Summary of FY25 Accounts Payable Vouchers Processed
6/1/25 through 6/30/25

Fund Title	Fund #	Total
M & O	1	354,741.03
P301 Base Pay	11	0.00
P301 Performance Payout	12	0.00
Instructional Improvement fund	20	0.00
Title I	100	0.00
Title I	101	291.32
Title I Targeted Support & Improvement	115	625.00
Title I Targeted Support & Improvement	116	0.00
Title IIA - Improving Teacher Quality	140	0.00
Title IIA - Improving Teacher Quality	141	712.03
TITLE IV-SAFE & DRUG FREE BASIC	160	0.00
Title IV- Safe & Drug free basic	161	3,380.98
21st Century (Enc, Sol)	162	2,656.29
21st Century (CL, LV, OMS)	163	0.00
Title III	190	0.00
Title III	191	0.00
Emergency Immigrant Funding	196	0.00
Title VII - Indian Ed	200	0.00
Idea - Basic	220	0.00
ARRA - IDEA BASIC	221	2,680.95
Idea - Preschool Grant	222	0.00
Idea Edisa	223	0.00
Idea Edisa-1 Implementation	224	0.00
ARP-Idea Preschool	227	0.00
ARP- IDEA BASIC	228	0.00
JOHNSON-O'MALLEY	230	0.00
JOHNSON-O'MALLEY	231	0.00
Education for Homeless Children	280	0.00
Education for Homeless Children	281	0.00
ARRA-ED For Homeless	283	0.00
ARP-Homeless I	284	0.00
Medicaid Reimb	290	1,292.36
EPACLEAN BUSES GRANT	308	0.00
AZ NURSES WORKFORCE GRANT	310	0.00
PRE School Dev GRANT	320	0.00
AZ PRIME GRANT	321	0.00
PDG-CONTINUATION GRANT	323	0.00
Pre School Dev - Start - Up	322	0.00
ESSER CARES	326	0.00
Acceleration Academy Grant	327	0.00
ENROLLMENT STABILIZATION GRANT	328	0.00

HQEL	333	724.57
ESSER/CARES ROUND II	336	0.00
ACCELERATION ACADEMIES	337	0.00
ESSER ROUND III	346	0.00
TIF GRANT - ASU	352	0.00
FED ED INNOVATION RESEARCH GRANT	364	0.00
Scoppes - Counseling Grant	376	0.00
Arts in Education	377	0.00
ARP - HOMELESS II ENTITLEMENT	383	0.00
ARP - Homeless I Grant	384	0.00
Race To The Top	396	0.00
GIFTED	450	0.00
RESULT BASED FUNDING	457	0.00
AZ Transportation Modernization	465	0.00
EARLY LITERACY GRANT	472	0.00
OIE RISE GRANT	475	0.00
VW BUS SETTLEMENT	476	0.00
FEMININE HYGIENE	478	0.00
Safe Schools	480	0.00
School Emergency Readiness	485	0.00
Arts ED GRANT	492	0.00
TREES FOR SCHOOL GRANT	494	0.00
Sch Pl-Sales/Leas Over 1 YR	500	0.00
School Plant Sales	502	0.00
School Plant 1 Year/Less	505	0.00
Food Service	510	24,290.16
Civic Center	515	0.00
Community School	520	54.00
Community School Montessori	521	0.00
Auxiliary Operations	525	1,200.00
Extra Curr Tax Fees CR	526	1,833.93
Gift and Donations	530	892.75
Fingerprint	540	75.00
Insurance Proceeds	550	0.00
Textbooks	555	0.00
LITIGATION RECOVERY	565	0.00
Indirect Costs	570	33,344.10
Unemployment Insurance	575	0.00
Insurance Refund	585	0.00
Unrestrict Capital Outlay	610	67,845.71
Bond Building funds	630	281,858.97
Energy & Water Savings	665	0.00
SFB BUILDING RENEWAL	691	0.00
Student Activities	850	248.87
Employee Insurance Fund	855	183,103.00
		<u>961,851.02</u>

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.

Agenda Item Number – V-B

Agenda Item

Ratification of Payroll Vouchers

For Board: ☒ Action ☐ Discussion ☐ Information

Background –

The following worksheets reflects payroll warrants processed through the County Treasurer for employee salaries and payroll liabilities.

A.R.S. §15-321.G requires that, “An order on a county school superintendent for a salary or other expense shall be signed by a majority of the governing board. An order for salary or other expense may be signed between board meetings if a resolution to that effect has been passed prior to the signing at a regular or special meeting of the governing board and the board ratifies the order at the next regular or special meeting of the governing board.”

Legal

A.R.S. §15-321.G

Financial

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board ratify payment of 2024/25 Payroll Vouchers processed from May 1 through May 31, 2025.

Moved _____ Seconded _____ P/F

Osborn School District No. 8

Summary of Payroll Vouchers 6/01/25 thru 6/31/25

Voucher number		
Fund Title	Fund	Total
Maintenance & Operation	001	1,966,888.88
Proposition 301	011	273,349.55
Proposition 301	012	479.07
Instructional Improvement Fund	020	10,495.76
Structured English Emersion	71	2,492.31
Tittle I	100	
Title I Disadvantaged Grant	101	215,319.05
na	115	0.00
Title IIA	141	47,709.30
	160	0.00
Title IV	161	8,915.07
21st CCLC Grant	162	18,432.22
21st CCLC Grant	163	26,168.76
Title III	191	8,061.62
Title VII-Indian Ed	200	8,840.84
IDEA - General Entitlement Grant	220	0.00
IDEA - BASIC	221	49,864.55
IDEA-Preschol Grant	222	0.00
IDEA EDISA - 3 TRAININ	223	1,327.88
ARP- IDEA PRESCHOOL	227	0.00
ARP- IDEA BASIC	228	0.00
Johnson O'Malley	231	8,840.90
Medicaid Reimbursement Fund	290	29,067.42
Preschool Developmental Year 1	320	0.00
AZ Prime Grant	321	0.00
PDG - CONTINUATION GRANT	323	36,348.45
HQEL Grant	333	0.00
ESSER ROUND III	346	0.00
FED ED INNOVATION RESEARCH	364	10,681.55
RESULTS BASED FUNDING	457	42,886.21
na	472	25,152.96
FOUNDATIONAL LITERACY GRANT	473	33,622.06
OIE RISE GRANT	475	2,622.58
SCHOOL SAFETY GRANT	480	54,361.15
STATE TUTORING	483	0.00
Food Service Fund	510	71,865.35
Civic Center	515	5,835.77
Community Schools	520	8,555.33
Community Schools-Montessori	521	28,330.66
Extra Curr Tax Fees	526	23,834.24
Gifts & Donations	530	13,473.32
Indirect Costs Fund	570	28,053.12
UNRESTRICT CAPITAL OUTLAY	610	0.00
		<u>\$ 3,061,875.93</u>

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – V-C-1-3

Agenda Item

Approval of Governing Board Minutes

For Board: ☒ Action ☐ Discussion ☐ Information

Background –

Approval is requested for the minutes of the following meetings:

1. June 16, 2025 Regular Meeting
2. Public Hearing minutes of June 16, 2025
3. Public Hearing minutes of May 13, 2025

Legal

Financial

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board approve the Governing Board minutes as presented.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8
Governing Board Regular Meeting
June 16, 2025

The Regular Meeting of the Osborn School District Governing Board was called to order at 5:32p.m. by Board Clerk Leanne Greenberg.

Violeta Ramos, Board President-absent
Leanne Greenberg, Board Clerk
Edward Hermes, Board Member-absent
Rhiannon Ford, Board Member
Eric Thompson, Board Member
Dr. Michael Robert, Superintendent

Pledge of Allegiance and Land Acknowledgement

Dr. Robert led the pledge. Mrs. Ford read the land acknowledgement.

The Regular Meeting resumed at 5:37pm.

District Celebrations and Announcements

There were no announcements but Mrs. Greenberg said she wanted to acknowledge the joy experienced at the May meeting.

Call to the Public

No comments.

Consent Agenda – Approval of Items Since April Meeting

- A. Ratification of Accounts Payable Vouchers
- B. Ratification of Payroll Vouchers
- C. Board Minutes
 - 1. May 13, 2025 Regular Meeting
- D. Approval of Personnel Items
 - 1. New Employees
 - 2. Extra Duty Contracts
 - 3. Employment Changes/Additions
 - 4. Resignations
 - 5. Terminations
 - 6. Retirements
 - 7. Leaves of Absence
 - 8. Non-Renewal
- E. Donations
- F. Expenditure and Revenue Report
- G. Student Activities Statement of Revenue and Expenditures
- H. Disposal
- I. Approval of Maricopa County Payroll Services
- J. Authorization to Issue Request for Proposals (RFP's), Bids and Request for Qualifications (RFQ's)
- K. Resolution to Ratify Vouchers
- L. Renewal of BIDs, RFPs, RFQs
- M. Sole Source Listing FY25 – Revision
- N. Sole Source Listing FY26
- O. Approval of extension of MOU with Native Health 25-26 SY
- P. Approval of renewal of Data Sharing Agreement with ASU/Helios Decision Theater
 - year 2 of 5

- Q. Approval of the Renewal of the Host School Agreement with International TeachAlliance, a program of ESI
- R. Approval of renewal of Agreement with ASBA year 4 of 4 year agreement
- S. Approval of updated job description for Clinical Fellow Speech Language Pathologist
- T. Approval of the recommended job description for Lead Social Worker – Emotional & Behavioral Programs
- U. Approval of the recommended job description for Lead School Psychologist
- V. Renewal of Agreement with Phoenix Indian Center for 2025-2026
- W. Out-of-State Professional Development Opportunities for Operations Officer C. McCabe for the 2025-2026 school year.
- X. Approval of renewal of MOU and lease with Amazing Arts

Dr. Robert noted item V-R was renewal of ASBA Policy Services and that the district is in its final year of the 4 year agreement adding that members may want to use this an opportunity to explore other options.

Discussion took place around instability and services provided by the organization with general agreement to explore alternate options.

Mrs. Greenberg requested clarification about the position listed on item T. Dr. Robert stated that the position already exists and explained options the district is considering for the future that would affect the responsibilities of this position.

Mrs. Ford motioned to approve. Mr. Thompson seconded. Motion carried 3-0.

Mrs. Greenberg aye
Mrs. Ford aye
Mr. Thompson aye

Call to the Public

None.

Admin Reports

No comments

Action Items

Propose 2025/26 Expenditure Budget, Set Public Hearing Date for Adoption of the 25/26 Budget and Approval to Spend Funds from Insurance Proceeds

Ms. McCabe reviewed changes in the way the budget is formatted on forms this year noting that the district did not have the final forms yet. She said that a revised budget will likely be brought back for approval as this budget was built without having an approved budget by the State. Explaining carry forward looking different on these forms she stated that numbers look different on these preliminary forms but beyond FY26 will show a fair comparison.

She further noted debt service and the district plan to move the bond sale time to fall rather than spring of 2026. Explaining the revision she said although exact numbers won't be known until the sale is complete, the 7.8 million budgeted will be between 8.1 or 8.2 million and is a change from what is in the packet. Noting the importance of capturing this now she explained that these numbers are what the county will use for tax rates. The item will be brought back in July for adoption.

Further discussion took place around various funds. Ms. McCabe stated that there is usually a revised budget brought back to the Board in December that will reflect more accurate numbers.

Mr. Thompson motioned to approve setting the hearing date of July 15 and to spend funds from insurance proceeds. Mrs. Ford seconded. Motion carried 3-0.

Mrs. Greenberg aye
Mrs. Ford aye
Mr. Thompson aye

Second Reading and Approval of Paid Parental Leave Policy- GCCAC

Dr. Robert stated that this is a second reading with the funding approved and this is the policy to match it.

Mr. Thompson motioned to approve. Mrs. Ford seconded. Motion carried 3-0.

Mrs. Greenberg aye
Mrs. Ford aye
Mr. Thompson aye

Second Reading and Approval of Professional/Support Staff Undifferentiated Leave Policy GCCA

Mrs. Ford motioned to approve. Mrs. Greenberg seconded. Motion carried 3-0.

Mrs. Greenberg aye
Mrs. Ford aye
Mr. Thompson aye

Board Development

Mrs. Greenberg asked members to send ideas to Dr. Robert and President Ramos.

Reflections

Mrs. Ford thanked those working in summer noting her appreciation of the planning that goes into preparing for a successful school year.

Mrs. Greenberg encouraged everyone to working hard and offered a reminder of the free breakfast and lunch offered at both Encanto and Longview.

Dr. Robert expressed appreciation of the finalized policies for staff.

Future

Mr. Thompson

- Explore options for policy services

Adjournment

Board Clerk Mrs. Greenberg declared the meeting adjourned at 6:18 PM.

OSBORN SCHOOL DISTRICT NO. 8
Governing Board Regular Meeting
June 16, 2025

Minutes submitted by:

Lisa Nye, Executive Assistant
to the Superintendent and Governing Board

Leanne Greenberg, Board Clerk

The Osborn School District's Instructional Time Models Public Hearing began at 5:35 p.m.

Present:

Violeta Ramos, Board President absent
Leanne Greenberg, Board Clerk
Ed Hermes, Board Member absent
Rhiannon Ford, Board Member
Eric Thompson, Board Member
Dr. Michael Robert, Superintendent

Public Hearing Instructional Time Models

Mrs. Potter-Davis stated this is the first of two public hearings that allow for online processes to take place. The instructional time models are the same presented previously and will be brought back in July for a second public hearing and vote.

There were no public comments.

The Hearing concluded at 5:36 pm.

Minutes submitted by:

Lisa Nye, Executive Administrative Assistant
to the Superintendent and Governing Board

Leanne Greenberg, Board Clerk

The Public Hearing of the Osborn School District Governing Board began at 5:42pm.

Present:

Violeta Ramos, Board President
Leanne Greenberg, Board Clerk
Edward Hermes, Board Member
Rhiannon Ford, Board Member
Eric Thompson, Board Member
Dr. Michael Robert, Superintendent

Discussion of revisions of the 2024-25 School District Expenditure Budget

Ms. McCabe and Mrs. Potter Davis final revision allows to adjustment for final current student counts. Shared a spreadsheet summarizing the M&O budget and shared that although final numbers will not be known until the end of the encumbrance period, total carryover projections are estimated at 5 million. Mrs. Potter Davis provided background information on curriculum adoption explaining that with changes in recent years, the plan of ELA adoption was paused.

Dr. Robert said that curriculum adoption has been expanding noting that the Montessori program classrooms have built up from the previous year. He said there are huge bond projects coming up but in looking at renovations, there will 10 more classrooms that will need the curriculum materials.

Ms. McCabe shared that the district already uses a portion of the 1.7 million from the state funds every year adding that when you look at large facility or system failures that amount doesn't go far.

There were no questions.

Adjournment

Hearing adjourned at 5:48 pm.

Minutes submitted by:

Lisa Nye, Executive Assistant
to the Superintendent and Governing Board

Leanne Greenberg, Board Clerk

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025
Board Meeting

The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.

Agenda Item Number – V-D-1-8

Agenda Item

Approval of Personnel Items

For Board: ☒ Action ☐ Discussion ☐ Information

Background –

Per attached list.

Note: Due to HIPPA laws (Health Insurance Portability & Accountability Act) regarding privacy of health information, we do not include letters from individuals requesting FMLA because their medical conditions are mentioned in their letters. This information must be held confidential. Board members will simply know from the usual monthly listings that it is an FMLA request and understand that such requests are made due to one's own personal illness or injury or a close family members' illness or injury or the birth or adoption of a child, etc.

Legal

Financial

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board approve the Resignations/Terminations/Retirements and Employment/Changes/Additions/Non-Renewal as presented.

Moved _____ Seconded _____ P/F

NEW EMPLOYEES: CERTIFIED

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE HIRED</u>	<u>RATE OF PAY</u>
Anderson, Michele	Resource Teacher	MCS & LNV	7/21/2025	\$63,500
Beebe Guidice, Lucero	Behavior Technician	LNV	8/4/2025	\$27.35
Brodth, Matthew	Educational Asst- SC/CC	ENC	7/31/2025	\$23.93
Dine, Yasmin	1st Grade Teacher	SOL	7/21/2025	\$50,000.00
Evans, Hannah	4th Grade	CLA	7/28/2025	\$58,000.00
Franklin, Keenan	PE Teacher	CLA	7/23/2025	\$52,476.00
Kim, Eunice	Occupational Therapist	Stud Services	7/21/2025	\$77,260.00
Sanchez Contreras, Giselle	Health Office C.N.A.	SOL	7/28/2025	\$19.13
Sikkema, Kelsey	1st Grade Dual Teacher	ENC	7/21/2025	\$50,000.00
Smith Miracles, Angelica	Self Contained Teacher	LNV	7/21/2025	\$52,500.00

NEW EMPLOYEES: CLASSIFIED

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE HIRED</u>	<u>RATE OF PAY</u>
Carreto Saines, Alejandro	Custodian	MT	7/29/2025	\$21.70
Dear, Shanola	Bus Attendant	MT	7/29/2025	\$15.26
Fernandez, Uzziel	Baker/Cook	CN	7/29/2025	\$21.70
Franco, Alexa	Bus Attendant	MT	7/29/2025	\$15.26
Grayson, Clarence	Custodian	MT	7/29/2025	\$21.70
Han, Robert	Bus Driver	MT	7/29/2025	\$23.75
Luevanos, Cassandra	Crossing Guard	MT	7/30/2025	\$15.71
Marshall, Ebony	C.N.A.	OMS	7/28/2025	\$23.35
Pano, Vanessa	Educational Asst SC/CC	ENC	7/31/2025	\$23.30
Pedrote Bolas, Yazmin	Montessori Educational Asst	MCS	7/31/2025	\$16.65
Ramirez, Amada	Food II	CN	7/31/2025	\$15.41
Robbins, Marshall	Crossing Guard	MT	7/30/2025	\$15.26
Rosales, Marisol	Cashier	CN	7/30/2025	\$17.18
Verdugo, Melissa	Educational Asst SC/CC	SOL	7/31/2025	\$20.17

ADDITIONAL ASSIGNMENTS					
NAME	POSITION	LOCATION	DATE	RATE OF PAY	
Amado, Nayra	XD- Rentals	CN	7/1/2024	\$32.34	
Borghaus, Sara	XD- Continuous Improvement Planning Team	CLA	5/27/2025	\$20.81	
Cabanillas, Yuleica	XD- Classroom Setup	ENC	7/29/2025	\$16.98	
Campos, Sabrina	XD- Alarm Calls	M&T	7/1/2025	\$23.73	
Carranza, Maria Lupe	XD- Classroom Setup, PD and Curriculum Planning	ENC	7/28/2025	\$22.85	
Carranza, Maria Lupe	XD- Prek Curriculum Plan Development	ENC	5/27/2025	\$25.00	
Dagnino, Lina	XD- Summer Cleaning Crew	M&T	7/1/2025	\$20.00	
Dayan, Giselle	XD- Classroom Setup, PD and Curriculum Planning	SOL	7/28/2025	\$25.08	
Dayan, Giselle	XD- Summer Prek Curriculum Plan Development	SOL	5/27/2025	\$25.00	
Delgado Noriega, Maria Cristir	XD- Summer Cleaning Crew	M&T	7/1/2025	\$20.00	
Delgado Noriega, Maria Cristir	XD- Summer Cleaning Crew	MT	6/2/2025	\$20.00	
Flores, Rebeca	XD- Summer Cleaning Crew	MT	7/1/2025	\$20.00	
Fonseca, Luz	XD- Alarm Calls	M&T	7/1/2025	\$26.33	
Gonzalez Hernandez, Lida	XD- Summer Cleaning Crew	MT	7/1/2025	\$20.00	
Lyle, Sherri	XD- Classroom Setup	SOL	7/29/2025	\$21.23	
Marxer, Elaine	XD- Administrative Assistant	LNV	6/3/2025	\$27.34	
Montoya, Dorinda	XD- Computer Tech Breaks/Summer	IT	6/10/2025	\$24.99	
Morris, Annette	XD- Summer School Educational Asst	LNV	5/29/2025	\$25.00	
Morris, Annette	XD-Classroom Setup	LNV	7/29/2025	\$22.43	
Naylor, Danielle	XD- Computer Tech Breaks/Summer	IT	6/10/2025	\$23.88	
Norzagaray, Griselda	XD- Temporary Front Office	OMS	6/4/2025	\$26.21	
Norzagaray, Griselda	XD- Temporary Front Office	OMS	7/1/2025	\$26.73	
Pinon, Luz	XD- Summer Cleaning Crew	MT	7/1/2025	\$20.00	
Prather, Santoi	XD- Summer Cleaning Crew	MT	6/2/2025	\$20.00	
Rios Rodriguez, Guadalupe	XD- Summer Cleaning Crew	MT	7/1/2025	\$20.00	
Rocha, Aurelia	XD- Summer Cleaning Crew	MT	7/1/2025	\$20.00	
Romero, Manuela	XD-Administrative Assistant	ENC	6/11/2025	\$21.51	
Saucedo, Anna	XD- Temporary Front Office Clerk Sub	CLA	7/2/2025	\$25.33	
Saucedo, Anna	XD- Temporary Front Office Clerk Sub	CLA	5/28/2025	\$24.84	
Valencia, Ana	XD- Classroom Setup	ENC	7/29/2025	\$22.43	
Villacorta, Raquel	XD- School Clerk	ENC	6/25/2025	\$26.01	
Villacorta, Raquel	XD- Administrative Assistant	ENC	7/2/2025	\$26.73	
Winters Guemuenden, Mary Jo	XD- Classroom Setup	SOL	7/29/2025	\$19.48	
Zuniga, Maria	XD- Summer Cleaning Crew	MT	7/1/2025	\$19.23	

CHANGE OF ASSIGNMENT						
NAME	FROM POSITION	TO POSITION	LOCATION	DATE	RATE OF PAY	
Arroyo, Claudia	Payroll Coordinator	Accounting Payroll Manager	Bus. Services	7/1/2025	\$68,500.00	
Meza, Breanna	Educational Asst (SOL)	Educational Asst Kinder (ENC)	ENC	7/31/2025	\$16.65	
Reyes, Vidalia	Educational Asst S/C	Educational Asst S/C	ENC	7/31/2025	\$19.15	
Salgado, Romina	District 21st Century Coordinator (Exempt)	District 21st Century Coord (Non-Exe	DO	7/1/2025	\$30.14	

NEW YEAR CLASSIFIED ASSIGNMENTS				
NAME	POSITION	LOCATION	DATE	RATE OF PAY

NEW YEAR SUBSTITUTES ASSIGNMENTS				
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RESIGNATIONS			
<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE</u>
Dobbertin, Carly	Resource Teacher	MCS	5/23/2025
Gerrard, Desiree	5th Grade Teacher	SOL	5/23/2025
Gonzalez, Sonia	CNA	LNV	5/22/2025
Kneipf, Dinorah	Educational Asst- Resource	CLA	5/22/2025
Kowalczyk, Tyus	PE Teacher	CLA	5/22/2025
Poisot, Alexia	Educational Asst- Montessori	MCS	5/22/2025
Sosa, Karina	School Language Pathology Asst	Stud Services	5/22/2025
Vance, Latrice	CNA	SOL	5/22/2025

TERMINATIONS			
<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE</u>

RETIREMENTS			
<u>NAME</u>	<u>REASON</u>	<u>LOCATION</u>	<u>DATE</u>

LEAVE OF ABSENCES:			
<u>NAME</u>	<u>REASON</u>	<u>LOCATION</u>	<u>DATE</u>

MILITARY LEAVE:			
<u>NAME</u>	<u>REASON</u>	<u>LOCATION</u>	<u>DATE</u>

PRE-APPROVAL ADDENDUM TO CONTRACT		
<u>NAME</u>	<u>PROGRAM</u>	<u>AMOUNT</u>
Barnett, Linda	Summer Planning 7/1-7/11/25	\$750.00
Hunt, Lisa	Summer Planning 7/1-7/11/25	\$500.00
Maynard, Clare	Summer Planning 7/1-7/11/25	\$250.00
Merrill, Amanda	Summer Planning 7/1-7/11/25	\$250.00
Ramirez, Rocio	Dual Language-Eng/Span teacher 8/6/24-5/22/25	\$1,500.00
Smith, Alexis	Summer Child Find Eval Team 6/2/25-6/30/25	\$4,160.00
Stacey Brendan	TOSA- July Comm Coord. 7-1-7/30/25	\$5,000.00
Singh, Jill	TOSA- Mont. 24/25 SY	\$5,000.00

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – V-E

Agenda Item
Donations

For Board: ☒ Action ☐ Discussion ☐ Information

Background –

Donor	Donation	Location	Estimated Value

Legal

Financial

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board approve the list of donations as presented.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.

Agenda Item Number – V-F

Agenda Item

Expenditure and Revenue Report

For Board: ☐ Action ☐ Discussion ☒ Information

Background –

Attached is a summary fund status for all current district funds in accordance with Board Policy DBI that states, *“In order to determine if budgeted expenditures are in keeping with the adopted budget, a monthly report of expenditures and revenues shall be presented to the Board.”*

Any over expenditure in a major subsection of the maintenance and operation budget shall require Board approval.”

Legal

A.R.S. 15-905

Financial

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

For information only

Moved _____ Seconded _____ P/F

Osborn School District

Board Exp & Revenue Report

Fiscal Year: 2024-2025

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☐ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

From Date: 6/1/2025

To Date: 6/30/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
001.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	(\$248,708.08)	(\$11,399,107.51)	\$11,399,107.51	\$0.00	\$11,399,107.51	0.00%
001.000.0000.2000.000.000.0000	Undesignated	\$0.00	\$15.30	\$28,395.67	(\$28,395.67)	\$0.00	(\$28,395.67)	0.00%
001.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	(\$601,644.41)	(\$9,846,104.41)	\$9,846,104.41	\$0.00	\$9,846,104.41	0.00%
001.000.0000.6000.000.000.0000	DO NOT USE	\$23,615,710.13	\$2,324,228.96	\$20,542,123.47	\$3,073,586.66	\$1,232,131.51	\$1,841,455.15	7.80%
	FUND: MAINTENANCE AND OPERATION - 001	\$23,615,710.13	\$1,473,891.77	(\$674,692.78)	\$24,290,402.91	\$1,232,131.51	\$23,058,271.40	97.64%
010.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	(\$166,710.44)	(\$2,000,524.73)	\$2,000,524.73	\$0.00	\$2,000,524.73	0.00%
	FUND: CLASSROOM SITE FUND - 010	\$0.00	(\$166,710.44)	(\$2,000,524.73)	\$2,000,524.73	\$0.00	\$2,000,524.73	0.00%
011.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	\$0.00	(\$101,288.77)	\$101,288.77	\$0.00	\$101,288.77	0.00%
011.000.0000.6000.000.000.0000	DO NOT USE	\$2,739,037.00	\$273,349.55	\$1,807,320.20	\$931,716.80	\$0.00	\$931,716.80	34.02%
	FUND: P301 BASE PAY - 011	\$2,739,037.00	\$273,349.55	\$1,706,031.43	\$1,033,005.57	\$0.00	\$1,033,005.57	37.71%
012.000.0000.6000.000.000.0000	DO NOT USE	\$2,263,684.00	\$479.07	\$3,511.77	\$2,260,172.23	\$87,326.56	\$2,172,845.67	95.99%
	FUND: P301 PERFORMANCE PAY - 012	\$2,263,684.00	\$479.07	\$3,511.77	\$2,260,172.23	\$87,326.56	\$2,172,845.67	95.99%
020.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	\$0.00	(\$5,184.84)	\$5,184.84	\$0.00	\$5,184.84	0.00%
020.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	\$0.00	(\$87,404.37)	\$87,404.37	\$0.00	\$87,404.37	0.00%
020.000.0000.6000.000.000.0000	DO NOT USE	\$170,000.00	\$10,495.76	\$68,545.38	\$101,454.62	\$0.00	\$101,454.62	59.68%
	FUND: INSTRUCTIONAL IMPROVEMENT FUND - 020	\$170,000.00	\$10,495.76	(\$24,043.83)	\$194,043.83	\$0.00	\$194,043.83	114.14%
071.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	(\$11,529.51)	(\$18,948.76)	\$18,948.76	\$0.00	\$18,948.76	0.00%
071.000.0000.6000.000.000.0000	DO NOT USE	\$54,377.31	\$2,492.31	\$18,948.76	\$35,428.55	\$0.00	\$35,428.55	65.15%
	FUND: STRUCTURED ENGLISH IMMERSION - 071	\$54,377.31	(\$9,037.20)	\$0.00	\$54,377.31	\$0.00	\$54,377.31	100.00%
100.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$325,240.94)	\$325,240.94	\$0.00	\$325,240.94	0.00%
100.000.0000.6000.000.000.0000	DO NOT USE	\$1,153,863.70	\$433.91	\$21.95	\$1,153,841.75	\$0.00	\$1,153,841.75	100.00%
	FUND: TITLE I - 100	\$1,153,863.70	\$433.91	(\$325,218.99)	\$1,479,082.69	\$0.00	\$1,479,082.69	128.19%
101.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$666,357.55)	\$666,357.55	\$0.00	\$666,357.55	0.00%
101.000.0000.6000.000.000.0000	DO NOT USE	\$1,703,273.54	\$217,697.07	\$1,164,370.93	\$538,902.61	\$75,039.29	\$463,863.32	27.23%
	FUND: TITLE I - 101	\$1,703,273.54	\$217,697.07	\$498,013.38	\$1,205,260.16	\$75,039.29	\$1,130,220.87	66.36%
110.000.0000.6000.000.000.0000	DO NOT USE	\$1,707.92	\$0.00	\$0.00	\$1,707.92	\$0.00	\$1,707.92	100.00%
	FUND: TITLE ID - NEGLECTED OR DELINQUENT - 110	\$1,707.92	\$0.00	\$0.00	\$1,707.92	\$0.00	\$1,707.92	100.00%
115.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$6,010.37)	\$6,010.37	\$0.00	\$6,010.37	0.00%
115.000.0000.6000.000.000.0000	DO NOT USE	\$40,000.00	\$2,987.42	\$8,997.79	\$31,002.21	\$12,432.00	\$18,570.21	46.43%
	FUND: TITLE I TARGETED SUPPORT & IMPROVEMENT - 115	\$40,000.00	\$2,987.42	\$2,987.42	\$37,012.58	\$12,432.00	\$24,580.58	61.45%
116.000.0000.6000.000.000.0000	DO NOT USE	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.00%
	FUND: TITLE I TARGETED SUPPORT & IMPROVEMENT - 116	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.00%
140.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$119,194.62)	\$119,194.62	\$0.00	\$119,194.62	0.00%
140.000.0000.6000.000.000.0000	DO NOT USE	\$143,776.29	\$0.00	\$5,778.13	\$137,998.16	\$0.00	\$137,998.16	95.98%
	FUND: TITLE IIA - IMPROVING TEACHER QUALITY - 140	\$143,776.29	\$0.00	(\$113,416.49)	\$257,192.78	\$0.00	\$257,192.78	178.88%
141.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$73,769.48)	\$73,769.48	\$0.00	\$73,769.48	0.00%
141.000.0000.6000.000.000.0000	DO NOT USE	\$247,975.36	\$49,579.73	\$148,615.05	\$99,360.31	\$33,616.58	\$65,743.73	26.51%
	FUND: TITLE IIA - IMPROVING TEACHER QUALITY - 141	\$247,975.36	\$49,579.73	\$74,845.57	\$173,129.79	\$33,616.58	\$139,513.21	56.26%
160.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$65,085.88)	\$65,085.88	\$0.00	\$65,085.88	0.00%

Osborn School District

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☐ Include pre encumbrance

☐ Print accounts with zero balance

☐ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

From Date: 6/1/2025

To Date: 6/30/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
160.000.0000.6000.000.000.0000	DO NOT USE	\$95,886.60	\$0.00	\$1,203.09	\$94,683.51	\$0.00	\$94,683.51	98.75%
	FUND: TITLE IV - SAFE & DRUG FREE BASIC - 160	\$95,886.60	\$0.00	(\$63,882.79)	\$159,769.39	\$0.00	\$159,769.39	166.62%
161.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$16,676.49)	\$16,676.49	\$0.00	\$16,676.49	0.00%
161.000.0000.6000.000.000.0000	DO NOT USE	\$169,731.00	\$12,296.05	\$63,550.97	\$106,180.03	\$12,179.56	\$94,000.47	55.38%
	FUND: TITLE IV - SAFE & DRUG FREE BASIC - 161	\$169,731.00	\$12,296.05	\$46,874.48	\$122,856.52	\$12,179.56	\$110,676.96	65.21%
162.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$215,396.14)	\$215,396.14	\$0.00	\$215,396.14	0.00%
162.000.0000.6000.000.000.0000	DO NOT USE	\$240,000.00	\$21,088.51	\$182,634.84	\$57,365.16	\$29,229.32	\$28,135.84	11.72%
	FUND: 21ST CENTURY (ENC, SOL) - 162	\$240,000.00	\$21,088.51	(\$32,761.30)	\$272,761.30	\$29,229.32	\$243,531.98	101.47%
163.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$335,286.61)	\$335,286.61	\$0.00	\$335,286.61	0.00%
163.000.0000.6000.000.000.0000	DO NOT USE	\$330,000.00	\$26,168.76	\$215,276.45	\$114,723.55	\$28,422.96	\$86,300.59	26.15%
	FUND: 21ST CENTURY (CL, LV, OMS) - 163	\$330,000.00	\$26,168.76	(\$120,010.16)	\$450,010.16	\$28,422.96	\$421,587.20	127.75%
190.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$53,863.75)	\$53,863.75	\$0.00	\$53,863.75	0.00%
190.000.0000.6000.000.000.0000	DO NOT USE	\$70,747.77	\$0.00	\$0.00	\$70,747.77	\$0.00	\$70,747.77	100.00%
	FUND: TITLE III - 190	\$70,747.77	\$0.00	(\$53,863.75)	\$124,611.52	\$0.00	\$124,611.52	176.13%
191.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$31,311.07)	\$31,311.07	\$0.00	\$31,311.07	0.00%
191.000.0000.6000.000.000.0000	DO NOT USE	\$110,951.69	\$8,061.62	\$51,505.73	\$59,445.96	\$7,808.32	\$51,637.64	46.54%
	FUND: TITLE III - 191	\$110,951.69	\$8,061.62	\$20,194.66	\$90,757.03	\$7,808.32	\$82,948.71	74.76%
200.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$31,938.66)	\$31,938.66	\$0.00	\$31,938.66	0.00%
200.000.0000.6000.000.000.0000	DO NOT USE	\$35,595.00	\$8,840.84	\$47,252.54	(\$11,657.54)	\$0.00	(\$11,657.54)	-32.75%
	FUND: TITLE VII - INDIAN ED - 200	\$35,595.00	\$8,840.84	\$15,313.88	\$20,281.12	\$0.00	\$20,281.12	56.98%
220.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$342,837.41)	\$342,837.41	\$0.00	\$342,837.41	0.00%
220.000.0000.6000.000.000.0000	DO NOT USE	\$1,130,009.75	\$0.00	\$628.54	\$1,129,381.21	\$0.00	\$1,129,381.21	99.94%
	FUND: IDEA - BASIC - 220	\$1,130,009.75	\$0.00	(\$342,208.87)	\$1,472,218.62	\$0.00	\$1,472,218.62	130.28%
221.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$448,532.53)	\$448,532.53	\$0.00	\$448,532.53	0.00%
221.000.0000.6000.000.000.0000	DO NOT USE	\$878,104.07	\$52,545.50	\$703,884.74	\$174,219.33	\$21,178.24	\$153,041.09	17.43%
	FUND: IDEA BASIC - 221	\$878,104.07	\$52,545.50	\$255,352.21	\$622,751.86	\$21,178.24	\$601,573.62	68.51%
222.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$9,729.70)	\$9,729.70	\$0.00	\$9,729.70	0.00%
222.000.0000.6000.000.000.0000	DO NOT USE	\$29,517.50	\$0.00	\$0.00	\$29,517.50	\$0.00	\$29,517.50	100.00%
	FUND: IDEA - PRESCHOOL GRANT - 222	\$29,517.50	\$0.00	(\$9,729.70)	\$39,247.20	\$0.00	\$39,247.20	132.96%
223.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$14,368.69)	\$14,368.69	\$0.00	\$14,368.69	0.00%
223.000.0000.6000.000.000.0000	DO NOT USE	\$27,795.87	\$1,327.88	\$27,950.76	(\$154.89)	\$0.00	(\$154.89)	-0.56%
	FUND: IDEA EDISA - 2 Training - 223	\$27,795.87	\$1,327.88	\$13,582.07	\$14,213.80	\$0.00	\$14,213.80	51.14%
226.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$47,104.75)	\$47,104.75	\$0.00	\$47,104.75	0.00%
	FUND: ESS- High Cost Claims - 226	\$0.00	\$0.00	(\$47,104.75)	\$47,104.75	\$0.00	\$47,104.75	0.00%
227.000.0000.6000.000.000.0000	DO NOT USE	\$11,872.68	\$0.00	\$0.00	\$11,872.68	\$0.00	\$11,872.68	100.00%
	FUND: ARP- IDEA PRESCHOOL - 227	\$11,872.68	\$0.00	\$0.00	\$11,872.68	\$0.00	\$11,872.68	100.00%
228.000.0000.6000.000.000.0000	DO NOT USE	\$110,067.72	\$0.00	\$0.00	\$110,067.72	\$0.00	\$110,067.72	100.00%
	FUND: ARP- IDEA BASIC - 228	\$110,067.72	\$0.00	\$0.00	\$110,067.72	\$0.00	\$110,067.72	100.00%

Osborn School District

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From Date: 6/1/2025

To Date: 6/30/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
230.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$10,245.67)	\$10,245.67	\$0.00	\$10,245.67	0.00%
230.000.0000.6000.000.000.0000	DO NOT USE	\$37,173.47	\$0.00	(\$653.00)	\$37,826.47	\$0.00	\$37,826.47	101.76%
	FUND: JOHNSON-O'MALLEY - 230	\$37,173.47	\$0.00	(\$10,898.67)	\$48,072.14	\$0.00	\$48,072.14	129.32%
231.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$22,184.28)	\$22,184.28	\$0.00	\$22,184.28	0.00%
231.000.0000.6000.000.000.0000	DO NOT USE	\$28,238.78	\$11,371.96	\$50,384.03	(\$22,145.25)	\$0.00	(\$22,145.25)	-78.42%
	FUND: JOHNSON-O'MALLEY - 231	\$28,238.78	\$11,371.96	\$28,199.75	\$39.03	\$0.00	\$39.03	0.14%
280.000.0000.6000.000.000.0000	DO NOT USE	\$29,828.93	\$0.00	\$0.00	\$29,828.93	\$0.00	\$29,828.93	100.00%
	FUND: EDUCATION FOR HOMELESS CHILDREN - 280	\$29,828.93	\$0.00	\$0.00	\$29,828.93	\$0.00	\$29,828.93	100.00%
281.000.0000.6000.000.000.0000	DO NOT USE	\$31,676.78	\$0.00	\$0.00	\$31,676.78	\$0.00	\$31,676.78	100.00%
	FUND: EDUCATION FOR HOMELESS CHILDREN - 281	\$31,676.78	\$0.00	\$0.00	\$31,676.78	\$0.00	\$31,676.78	100.00%
283.000.0000.6000.000.000.0000	DO NOT USE	\$60,261.77	\$0.00	\$0.00	\$60,261.77	\$0.00	\$60,261.77	100.00%
	FUND: ARRA - EDUCATION FOR HOMELESS CHILDREN - 283	\$60,261.77	\$0.00	\$0.00	\$60,261.77	\$0.00	\$60,261.77	100.00%
284.000.0000.6000.000.000.0000	DO NOT USE	\$41,072.80	\$0.00	\$0.00	\$41,072.80	\$0.00	\$41,072.80	100.00%
	FUND: ARP - HOMELESS I - 284	\$41,072.80	\$0.00	\$0.00	\$41,072.80	\$0.00	\$41,072.80	100.00%
290.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	\$0.00	\$36,994.20	(\$36,994.20)	\$0.00	(\$36,994.20)	0.00%
290.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$14,702.60)	(\$305,779.58)	\$305,779.58	\$0.00	\$305,779.58	0.00%
290.000.0000.6000.000.000.0000	DO NOT USE	\$0.00	\$30,710.26	\$277,738.14	(\$277,738.14)	\$5,621.83	(\$283,359.97)	0.00%
	FUND: MEDICAID REIMB - 290	\$0.00	\$16,007.66	\$8,952.76	(\$8,952.76)	\$5,621.83	(\$14,574.59)	0.00%
308.000.0000.6000.000.000.0000	DO NOT USE	\$0.00	\$0.00	\$299,304.18	(\$299,304.18)	\$1,184,983.76	(\$1,484,287.94)	0.00%
	FUND: EPA CLEAN BUSES GRANT - 308	\$0.00	\$0.00	\$299,304.18	(\$299,304.18)	\$1,184,983.76	(\$1,484,287.94)	0.00%
310.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$1,356.96)	(\$8,302.96)	\$8,302.96	\$0.00	\$8,302.96	0.00%
310.000.0000.6000.000.000.0000	DO NOT USE	\$8,690.00	\$0.00	\$8,302.96	\$387.04	\$1,177.04	(\$790.00)	-9.09%
	FUND: AZ NURSES WORKFORCE GRANT - 310	\$8,690.00	(\$1,356.96)	\$0.00	\$8,690.00	\$1,177.04	\$7,512.96	86.46%
320.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$512.34)	(\$512.34)	\$512.34	\$0.00	\$512.34	0.00%
320.000.0000.6000.000.000.0000	DO NOT USE	\$708,000.00	\$0.00	\$512.34	\$707,487.66	\$0.00	\$707,487.66	99.93%
	FUND: PRESCHOOL DEVELOPMENT GRANT - 320	\$708,000.00	(\$512.34)	\$0.00	\$708,000.00	\$0.00	\$708,000.00	100.00%
321.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	\$0.00	(\$950.00)	\$950.00	\$0.00	\$950.00	0.00%
321.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$782,496.61)	\$782,496.61	\$0.00	\$782,496.61	0.00%
321.000.0000.6000.000.000.0000	DO NOT USE	\$0.00	\$0.00	\$809,990.86	(\$809,990.86)	\$0.00	(\$809,990.86)	0.00%
	FUND: AZ PRIME grant - 321	\$0.00	\$0.00	\$26,544.25	(\$26,544.25)	\$0.00	(\$26,544.25)	0.00%
322.000.0000.6000.000.000.0000	DO NOT USE	\$276,000.00	\$0.00	\$282.11	\$275,717.89	\$0.00	\$275,717.89	99.90%
	FUND: PRESCHOOL DEV - START-UP - 322	\$276,000.00	\$0.00	\$282.11	\$275,717.89	\$0.00	\$275,717.89	99.90%
323.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$228,797.82)	\$228,797.82	\$0.00	\$228,797.82	0.00%
323.000.0000.6000.000.000.0000	DO NOT USE	\$0.00	\$40,697.29	\$296,260.45	(\$296,260.45)	\$8,836.00	(\$305,096.45)	0.00%
	FUND: PDG- CONTINUATION GRANT - 323	\$0.00	\$40,697.29	\$67,462.63	(\$67,462.63)	\$8,836.00	(\$76,298.63)	0.00%
326.000.0000.6000.000.000.0000	DO NOT USE	\$102,163.82	\$0.00	\$0.00	\$102,163.82	\$0.00	\$102,163.82	100.00%
	FUND: ESSER CARES - 326	\$102,163.82	\$0.00	\$0.00	\$102,163.82	\$0.00	\$102,163.82	100.00%
333.000.0000.6000.000.000.0000	DO NOT USE	\$0.00	\$724.57	\$160,030.06	(\$160,030.06)	\$56.09	(\$160,086.15)	0.00%

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From Date: 6/1/2025

To Date: 6/30/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	FUND: HQEL - 333	\$0.00	\$724.57	\$160,030.06	(\$160,030.06)	\$56.09	(\$160,086.15)	0.00%
336.000.0000.6000.000.000.0000	DO NOT USE	\$4,751,065.08	\$0.00	\$0.00	\$4,751,065.08	\$0.00	\$4,751,065.08	100.00%
	FUND: ESSER / CARES ROUND II - 336	\$4,751,065.08	\$0.00	\$0.00	\$4,751,065.08	\$0.00	\$4,751,065.08	100.00%
337.000.0000.6000.000.000.0000	DO NOT USE	\$54,291.14	\$0.00	\$0.00	\$54,291.14	\$0.00	\$54,291.14	100.00%
	FUND: ACCELERATION ACADEMIES GRANT - 337	\$54,291.14	\$0.00	\$0.00	\$54,291.14	\$0.00	\$54,291.14	100.00%
346.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$1,999,753.58)	\$1,999,753.58	\$0.00	\$1,999,753.58	0.00%
346.000.0000.6000.000.000.0000	DO NOT USE	\$0.00	\$0.00	\$658,834.50	(\$658,834.50)	\$0.00	(\$658,834.50)	0.00%
	FUND: ESSER ROUND III - 346	\$0.00	\$0.00	(\$1,340,919.08)	\$1,340,919.08	\$0.00	\$1,340,919.08	0.00%
364.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$225,313.28)	(\$557,307.98)	\$557,307.98	\$0.00	\$557,307.98	0.00%
364.000.0000.6000.000.000.0000	DO NOT USE	\$0.00	\$10,681.55	\$560,321.23	(\$560,321.23)	\$29,635.56	(\$589,956.79)	0.00%
	FUND: FED ED INNOVATION RESEARCH GRANT - 364	\$0.00	(\$214,631.73)	\$3,013.25	(\$3,013.25)	\$29,635.56	(\$32,648.81)	0.00%
383.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$30,058.38)	\$30,058.38	\$0.00	\$30,058.38	0.00%
383.000.0000.6000.000.000.0000	DO NOT USE	\$74,142.66	\$0.00	\$4,130.69	\$70,011.97	\$0.00	\$70,011.97	94.43%
	FUND: ARP - HOMELESS II ENTITLEMENT GRANT (FOR FUND 283) - 383	\$74,142.66	\$0.00	(\$25,927.69)	\$100,070.35	\$0.00	\$100,070.35	134.97%
384.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$299.88)	\$299.88	\$0.00	\$299.88	0.00%
384.000.0000.6000.000.000.0000	DO NOT USE	\$41,072.80	\$0.00	\$0.00	\$41,072.80	\$0.00	\$41,072.80	100.00%
	FUND: ARP - HOMELESS I GRANT (FORMELY FUND 284) - 384	\$41,072.80	\$0.00	(\$299.88)	\$41,372.68	\$0.00	\$41,372.68	100.73%
387.000.0000.6000.000.000.0000	DO NOT USE	\$17,244.00	\$0.00	\$0.00	\$17,244.00	\$0.00	\$17,244.00	100.00%
	FUND: Dyslexia Grant - 387	\$17,244.00	\$0.00	\$0.00	\$17,244.00	\$0.00	\$17,244.00	100.00%
450.000.0000.6000.000.000.0000	DO NOT USE	\$2,064.28	\$0.00	\$0.00	\$2,064.28	\$0.00	\$2,064.28	100.00%
	FUND: GIFTED - 450	\$2,064.28	\$0.00	\$0.00	\$2,064.28	\$0.00	\$2,064.28	100.00%
457.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	\$0.00	(\$5,423.49)	\$5,423.49	\$0.00	\$5,423.49	0.00%
457.000.0000.6000.000.000.0000	DO NOT USE	\$0.00	\$42,886.21	\$199,744.84	(\$199,744.84)	\$0.00	(\$199,744.84)	0.00%
	FUND: RESULTS BASED FUNDING - 457	\$0.00	\$42,886.21	\$194,321.35	(\$194,321.35)	\$0.00	(\$194,321.35)	0.00%
465.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	\$0.00	(\$8,878.90)	\$8,878.90	\$0.00	\$8,878.90	0.00%
465.000.0000.6000.000.000.0000	DO NOT USE	\$0.00	\$0.00	\$240,911.25	(\$240,911.25)	\$0.00	(\$240,911.25)	0.00%
	FUND: AZ TRANSPORTATION MODERNIZATION GRANT - 465	\$0.00	\$0.00	\$232,032.35	(\$232,032.35)	\$0.00	(\$232,032.35)	0.00%
472.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	\$0.00	(\$8,723.31)	\$8,723.31	\$0.00	\$8,723.31	0.00%
472.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	\$0.00	(\$75,735.91)	\$75,735.91	\$0.00	\$75,735.91	0.00%
472.000.0000.6000.000.000.0000	DO NOT USE	\$0.00	\$25,152.96	\$201,804.31	(\$201,804.31)	\$0.00	(\$201,804.31)	0.00%
	FUND: EARLY LITERACY GRANT - 472	\$0.00	\$25,152.96	\$117,345.09	(\$117,345.09)	\$0.00	(\$117,345.09)	0.00%
473.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	(\$76,903.26)	(\$181,921.66)	\$181,921.66	\$0.00	\$181,921.66	0.00%
473.000.0000.6000.000.000.0000	DO NOT USE	\$185,820.00	\$33,622.06	\$181,921.66	\$3,898.34	\$0.00	\$3,898.34	2.10%
	FUND: FOUNDATIONAL LITERACY GRANT - 473	\$185,820.00	(\$43,281.20)	\$0.00	\$185,820.00	\$0.00	\$185,820.00	100.00%
475.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	(\$20,010.77)	(\$62,952.91)	\$62,952.91	\$0.00	\$62,952.91	0.00%
475.000.0000.6000.000.000.0000	DO NOT USE	\$45,000.00	\$91.52	\$43,670.27	\$1,329.73	\$0.00	\$1,329.73	2.95%
	FUND: OIE RISE GRANT - 475	\$45,000.00	(\$19,919.25)	(\$19,282.64)	\$64,282.64	\$0.00	\$64,282.64	142.85%
478.000.0000.6000.000.000.0000	DO NOT USE	\$7,180.00	\$0.00	\$0.00	\$7,180.00	\$0.00	\$7,180.00	100.00%

Osborn School District

Board Exp & Revenue Report

Fiscal Year: 2024-2025

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☐ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

From Date: 6/1/2025

To Date: 6/30/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	FUND: FEMININE HYGIENE GRANT - 478	\$7,180.00	\$0.00	\$0.00	\$7,180.00	\$0.00	\$7,180.00	100.00%
480.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	(\$153,835.34)	(\$652,425.49)	\$652,425.49	\$0.00	\$652,425.49	0.00%
480.000.0000.6000.000.000.0000	DO NOT USE	\$407,053.00	\$54,361.15	\$407,976.28	(\$923.28)	\$0.00	(\$923.28)	-0.23%
	FUND: SAFE SCHOOLS - 480	\$407,053.00	(\$99,474.19)	(\$244,449.21)	\$651,502.21	\$0.00	\$651,502.21	160.05%
483.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	\$0.00	(\$15,317.30)	\$15,317.30	\$0.00	\$15,317.30	0.00%
	FUND: STATE TUTORING - 483	\$0.00	\$0.00	(\$15,317.30)	\$15,317.30	\$0.00	\$15,317.30	0.00%
500.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	(\$1,359.09)	(\$96,405.95)	\$96,405.95	\$0.00	\$96,405.95	0.00%
500.000.0000.5000.000.000.0000	REVENUE FROM OTHER SOURCES	\$0.00	\$0.00	(\$129.80)	\$129.80	\$0.00	\$129.80	0.00%
500.000.0000.6000.000.000.0000	DO NOT USE	\$495,000.00	\$0.00	\$0.00	\$495,000.00	\$0.00	\$495,000.00	100.00%
	FUND: SCH PL-SALE/LEAS OVR 1 YR - 500	\$495,000.00	(\$1,359.09)	(\$96,535.75)	\$591,535.75	\$0.00	\$591,535.75	119.50%
502.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	\$0.00	(\$2,271.53)	\$2,271.53	\$0.00	\$2,271.53	0.00%
502.000.0000.6000.000.000.0000	DO NOT USE	\$80,000.00	\$0.00	\$0.00	\$80,000.00	\$0.00	\$80,000.00	100.00%
	FUND: SCHOOL PLANT SALES - 502	\$80,000.00	\$0.00	(\$2,271.53)	\$82,271.53	\$0.00	\$82,271.53	102.84%
510.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	(\$1,037.20)	(\$60,682.42)	\$60,682.42	\$0.00	\$60,682.42	0.00%
510.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$443,442.87)	(\$2,266,193.40)	\$2,266,193.40	\$0.00	\$2,266,193.40	0.00%
510.000.0000.6000.000.000.0000	DO NOT USE	\$2,750,000.00	\$96,907.16	\$2,091,006.06	\$658,993.94	\$103,638.54	\$555,355.40	20.19%
	FUND: FOOD SERVICE - 510	\$2,750,000.00	(\$347,572.91)	(\$235,869.76)	\$2,985,869.76	\$103,638.54	\$2,882,231.22	104.81%
515.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	(\$420.75)	(\$94,886.85)	\$94,886.85	\$0.00	\$94,886.85	0.00%
515.000.0000.6000.000.000.0000	DO NOT USE	\$120,000.00	\$5,835.77	\$91,845.75	\$28,154.25	\$4,180.17	\$23,974.08	19.98%
	FUND: CIVIC CENTER - 515	\$120,000.00	\$5,415.02	(\$3,041.10)	\$123,041.10	\$4,180.17	\$118,860.93	99.05%
520.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	(\$12,227.35)	(\$159,764.36)	\$159,764.36	\$0.00	\$159,764.36	0.00%
520.000.0000.6000.000.000.0000	DO NOT USE	\$206,393.60	\$10,048.71	\$217,576.71	(\$11,183.11)	\$4,203.11	(\$15,386.22)	-7.45%
	FUND: COMMUNITY SCHOOL - 520	\$206,393.60	(\$2,178.64)	\$57,812.35	\$148,581.25	\$4,203.11	\$144,378.14	69.95%
521.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	(\$21,807.50)	(\$292,990.10)	\$292,990.10	\$0.00	\$292,990.10	0.00%
521.000.0000.6000.000.000.0000	DO NOT USE	\$235,899.64	\$28,330.66	\$385,438.27	(\$149,538.63)	\$1,114.35	(\$150,652.98)	-63.86%
	FUND: COMMUNITY SCHOOL - MONTESSORI - 521	\$235,899.64	\$6,523.16	\$92,448.17	\$143,451.47	\$1,114.35	\$142,337.12	60.34%
525.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	\$0.00	(\$9,145.62)	\$9,145.62	\$0.00	\$9,145.62	0.00%
525.000.0000.6000.000.000.0000	DO NOT USE	\$30,000.00	(\$120.00)	\$4,098.15	\$25,901.85	\$9,800.34	\$16,101.51	53.67%
	FUND: AUXILIARY OPERATIONS - 525	\$30,000.00	(\$120.00)	(\$5,047.47)	\$35,047.47	\$9,800.34	\$25,247.13	84.16%
526.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	(\$9,525.00)	(\$64,205.41)	\$64,205.41	\$0.00	\$64,205.41	0.00%
526.000.0000.6000.000.000.0000	DO NOT USE	\$300,000.00	\$27,789.85	\$46,616.83	\$253,383.17	\$9,526.26	\$243,856.91	81.29%
	FUND: EXTRA CURR TAX FEES CR - 526	\$300,000.00	\$18,264.85	(\$17,588.58)	\$317,588.58	\$9,526.26	\$308,062.32	102.69%
530.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	(\$4,200.00)	(\$112,221.71)	\$112,221.71	\$0.00	\$112,221.71	0.00%
530.000.0000.6000.000.000.0000	DO NOT USE	\$250,000.00	\$14,366.07	\$129,938.92	\$120,061.08	\$54,669.99	\$65,391.09	26.16%
	FUND: GIFTS AND DONATIONS - 530	\$250,000.00	\$10,166.07	\$17,717.21	\$232,282.79	\$54,669.99	\$177,612.80	71.05%
540.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	\$0.00	(\$750.71)	\$750.71	\$0.00	\$750.71	0.00%
540.000.0000.6000.000.000.0000	DO NOT USE	\$10,500.00	\$75.00	\$639.00	\$9,861.00	\$1,811.00	\$8,050.00	76.67%
	FUND: FINGERPRINT - 540	\$10,500.00	\$75.00	(\$111.71)	\$10,611.71	\$1,811.00	\$8,800.71	83.82%
550.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	\$0.00	(\$906.08)	\$906.08	\$0.00	\$906.08	0.00%

Osborn School District

Board Exp & Revenue Report

Fiscal Year: 2024-2025

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☐ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

From Date: 6/1/2025

To Date: 6/30/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
550.000.0000.6000.000.000.0000	DO NOT USE	\$30,500.00	\$0.00	\$0.00	\$30,500.00	\$0.00	\$30,500.00	100.00%
	FUND: INSURANCE PROCEEDS - 550	\$30,500.00	\$0.00	(\$906.08)	\$31,406.08	\$0.00	\$31,406.08	102.97%
555.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	\$0.00	(\$507.56)	\$507.56	\$0.00	\$507.56	0.00%
555.000.0000.6000.000.000.0000	DO NOT USE	\$16,500.00	\$0.00	\$0.00	\$16,500.00	\$0.00	\$16,500.00	100.00%
	FUND: TEXTBOOKS - 555	\$16,500.00	\$0.00	(\$507.56)	\$17,007.56	\$0.00	\$17,007.56	103.08%
565.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	(\$57.75)	(\$58.51)	\$58.51	\$0.00	\$58.51	0.00%
	FUND: LITIGATION RECOVERY - 565	\$0.00	(\$57.75)	(\$58.51)	\$58.51	\$0.00	\$58.51	0.00%
570.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	\$0.00	(\$27,012.83)	\$27,012.83	\$0.00	\$27,012.83	0.00%
570.000.0000.5000.000.000.0000	REVENUE FROM OTHER SOURCES	\$0.00	\$0.00	(\$18,203.81)	\$18,203.81	\$0.00	\$18,203.81	0.00%
570.000.0000.6000.000.000.0000	DO NOT USE	\$560,000.00	\$61,397.22	\$391,815.73	\$168,184.27	\$135,735.87	\$32,448.40	5.79%
	FUND: INDIRECT COSTS - 570	\$560,000.00	\$61,397.22	\$346,599.09	\$213,400.91	\$135,735.87	\$77,665.04	13.87%
575.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	\$0.00	(\$719.60)	\$719.60	\$0.00	\$719.60	0.00%
575.000.0000.6000.000.000.0000	DO NOT USE	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$24,515.13	\$5,484.87	18.28%
	FUND: UNEMPLOYMENT INSURANCE - 575	\$30,000.00	\$0.00	(\$719.60)	\$30,719.60	\$24,515.13	\$6,204.47	20.68%
585.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	\$0.00	(\$218.33)	\$218.33	\$0.00	\$218.33	0.00%
585.000.0000.6000.000.000.0000	DO NOT USE	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
	FUND: INSURANCE REFUND - 585	\$3,000.00	\$0.00	(\$218.33)	\$3,218.33	\$0.00	\$3,218.33	107.28%
610.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	(\$31,574.61)	(\$1,690,856.39)	\$1,690,856.39	\$0.00	\$1,690,856.39	0.00%
610.000.0000.2000.000.000.0000	Undesignated	\$0.00	\$2.85	\$5,280.61	(\$5,280.61)	\$0.00	(\$5,280.61)	0.00%
610.000.0000.6000.000.000.0000	DO NOT USE	\$6,315,445.00	\$67,845.71	\$1,101,992.71	\$5,213,452.29	\$85,936.66	\$5,127,515.63	81.19%
	FUND: UNRESTRICT CAPITAL OUTLAY - 610	\$6,315,445.00	\$36,273.95	(\$583,583.07)	\$6,899,028.07	\$85,936.66	\$6,813,091.41	107.88%
630.000.0000.6000.000.000.0000	DO NOT USE	\$30,000,000.00	\$281,858.97	\$2,240,338.19	\$27,759,661.81	\$3,278,782.75	\$24,480,879.06	81.60%
	FUND: BOND BUILDING - 630	\$30,000,000.00	\$281,858.97	\$2,240,338.19	\$27,759,661.81	\$3,278,782.75	\$24,480,879.06	81.60%
665.000.0000.6000.000.000.0000	DO NOT USE	\$70,000.00	\$0.00	\$0.00	\$70,000.00	\$0.00	\$70,000.00	100.00%
	FUND: ENERGY & WATER SAVINGS - 665	\$70,000.00	\$0.00	\$0.00	\$70,000.00	\$0.00	\$70,000.00	100.00%
700.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	(\$173,367.75)	(\$7,510,079.32)	\$7,510,079.32	\$0.00	\$7,510,079.32	0.00%
700.000.0000.5000.000.000.0000	REVENUE FROM OTHER SOURCES	\$0.00	\$0.00	\$1,000.00	(\$1,000.00)	\$0.00	(\$1,000.00)	0.00%
700.000.0000.6000.000.000.0000	DO NOT USE	\$7,822,813.00	\$0.00	\$0.00	\$7,822,813.00	\$0.00	\$7,822,813.00	100.00%
	FUND: DEBT SERVICE - 700	\$7,822,813.00	(\$173,367.75)	(\$7,509,079.32)	\$15,331,892.32	\$0.00	\$15,331,892.32	195.99%
850.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	\$0.00	(\$9,762.92)	\$9,762.92	\$0.00	\$9,762.92	0.00%
850.000.0000.6000.000.000.0000	DO NOT USE	\$30,500.00	\$248.87	\$11,335.40	\$19,164.60	\$116.84	\$19,047.76	62.45%
	FUND: STUDENT ACTIVITIES - 850	\$30,500.00	\$248.87	\$1,572.48	\$28,927.52	\$116.84	\$28,810.68	94.46%
855.000.0000.1000.000.000.0000	DO NOT USE	\$0.00	(\$139,068.51)	(\$2,526,742.36)	\$2,526,742.36	\$0.00	\$2,526,742.36	0.00%
855.000.0000.6000.000.000.0000	DO NOT USE	\$2,500,000.00	\$183,103.00	\$2,527,013.65	(\$27,013.65)	\$180,278.23	(\$207,291.88)	-8.29%
	FUND: EMPL INSUR PGM WITHHOLDNG - 855	\$2,500,000.00	\$44,034.49	\$271.29	\$2,499,728.71	\$180,278.23	\$2,319,450.48	92.78%
Grand Total:		\$94,168,275.45	\$1,680,762.24	(\$7,389,137.55)	\$101,557,413.00	\$6,663,983.86	\$94,893,429.14	100.77%

End of Report

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – V-G

Agenda Item

Student Activities Statement of Revenue and Expenditures

For Board: ☒ Action ☐ Discussion ☐ Information

Background –

A.R.S. §15-1123.A requires that, “The student activities treasurer or assistant student activities treasurer shall maintain an accurate detailed record of all revenues and expenditures of the student activities fund. The record shall be made in such form as the governing board of the school district prescribes. Copies of the record shall be presented to the governing board of the school district not less than once during each calendar month.”

This agenda item and the attached Student Activities Statement of Revenues and Expenditures shall serve to bring the district up-to-date with the requirements of §15-1123.A. Each month this statement will be presented for the Governing Board’s ratification. This fund is used to account for the funds deposited and expended in connection with the activities of student organizations, clubs, and other similar functions. The school district serves only as a fiduciary custodian for these funds.

Legal

A.R.S. §15-1123.A

Financial

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board ratify the 2024/25 Statement of Revenues and Expenditures for the Student Activities Fund from June 1 through June 30, 2025.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT No. 8
Statement of Revenues and Expenditures
For Student Activities Fund
Activity from June 1, 2025 to June 30, 2025

<u>School</u>	<u>Beginning Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Balance</u>
Clarendon	4,834.21			4,834.21
OMS	7,757.78	-	-	7,757.78
Solano	10,136.15			10,136.15
Longview	12,830.06		248.87	12,581.19
	<u>\$ 35,558.20</u>	<u>\$ -</u>	<u>\$ 248.87</u>	<u>35,309.33</u>

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025
Board Meeting

The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.

Agenda Item Number – V-H

Agenda Item
Disposal of Equipment

For Board: ☒ Action ☐ Discussion ☐ Information

Background –

Legal

Financial

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

Recommend approval of disposal of equipment as listed.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – V-I-1

Agenda Item

Approval of the Memorandum of Understanding between Lutheran Social Services of the Southwest and the Osborn School District for the 2025-26 SY.

For Board: ☒ Action ☐ Discussion ☐ Information

Background –

Osborn School District, in collaboration with Lutheran Social Services, will seek to increase family and student engagement and support by providing and coordinating additional wrap-around resources. Lutheran Social Services has entered a rental agreement for a space at Solano School in order to provide community-wide outreach services and will offer similar services to our schools. In addition, parent and student learning opportunities will be made available in Osborn preschools which may include such programs as Raising a Reader, Playspot, Zoombeans, and/or Kids in the Kitchen.

Legal

Financial

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board approve the Services Agreement between Lutheran Social Services of the Southwest and Osborn School District

Moved _____ Seconded _____ P/F

MEMORANDUM OF UNDERSTANDING
August 1, 2025 through July 31, 2026
Between Lutheran Social Services of the Southwest and Osborn School District



Family Resource Center

Osborn School District hereinafter referred to as the “District” and Lutheran Social Services of the Southwest (LSS-SW) agree to a collaborative approach to family support.

LSS-SW’s Family Resource Center (FRC) provides resource and referral information to identify supports and services available to families. LSS-SW FRCs provide each family with access to information and support on parenting skills, child health, and early childhood development including social, emotional, language and literacy, cognitive, physical, and motor development skills.

LSS-SW FRCs are funded through First Things First. Standards of Practice for Family Resource Centers funded by First Things First require all sites to meet certain criteria, including:

- Family Resource Centers must be visible from the street or have clear street signage to welcome families into the space; and
- Be accessible via walking, public transportation, or driving with adequate parking space for families and community partners; and
- Be open 48 weeks per year; and
- Provide at least one activity for families per business day.

LSS-SW will:

1. Occupy space as outlined in the Lease Agreement. LSS-SW will provide office furniture, computers, and printers for employees.
2. Promote the Collaboration among the Osborn School District community by providing program information regarding services offered and by recruiting volunteers as needed. LSS-SW will serve children and their families by providing information regarding appropriate community resources that will meet their need(s) and classes and workshops to enhance the bond between parents and children, increase literacy, learning and school readiness.
3. Train and supervise volunteers to assist with program needs.
4. Add Osborn School District as additional insured on the LSS-SW liability insurance policy. Volunteers are covered under LSS-SW’s general liability insurance.

MEMORANDUM OF UNDERSTANDING
August 1, 2025 through July 31, 2026
Between Lutheran Social Services of the Southwest and Osborn School District

5. Be responsible for all accounting, management, and financial functions associated with the Collaboration.
6. Provide a secure internet connection to support the Collaboration.
7. Meet as needed with designated Solano School and Osborn School District staff to become aware of events and procedures affecting the district.
8. When invited, attend staff and school board meetings to inform the community of Collaboration activities, specific needs, and volunteer opportunities.
9. Coordinate with staff on a quarterly space calendar.
10. Pay \$1,200 per month to offset utility, space, and cleaning costs.

Osborn School District will:

1. Provide the physical facilities for the Collaboration with maintenance and janitorial support.
2. Refer families to services offered at the FRC within the school district and extended communities.
3. Participate in community needs assessments and program evaluations.
4. Identify a representative (staff member, parent, etc.) to participate on the Family Resource Center Community Advisory Committee.
5. Provide LSS-SW with contact information in the event of an after-hours facility emergency.
6. Whenever possible, notify LSS-SW at least 72 hours in advance if access to occupied space at Solano School will not be available.
7. Provide invoice for monthly payment by the 25 of each month for payment by the first of the next month.

MEMORANDUM OF UNDERSTANDING

August 1, 2025 through July 31, 2026

Between Lutheran Social Services of the Southwest and Osborn School District

TERMS AND CONDITIONS

1. COMPLIANCE WITH APPLICABLE LAWS:

Each party shall comply with all applicable laws, ordinances, Executive Orders, rules, regulations, standards, and codes of the Federal, State, and Local governments whether or not specifically referenced herein. Specifically, the following apply:

1.1 NON-DISCRIMINATION: The parties agree to comply with all provisions of applicable federal, state, and local laws relating to non-discrimination, equal employment opportunity, the Americans with Disabilities Act, and Arizona Governor's Executive Order 2009-09 (superseding Executive Order 99-4) (dated January 29, 1999), as may be amended from time to time.

1.2 SMOKING POLLUTION CONTROL ORDINANCE: Agency and District shall be subject to the provisions of City Ordinance No. G-2865, as amended, "the Smoking Pollution Control Ordinance," effective July 1, 1986. This ordinance regulates smoking in places of employment and enclosed public spaces located within the City of Phoenix.

1.3 DRUG-FREE WORKPLACE: Agency and District agree to comply with the Drug-Free Workplace Act of 1988 (P.L. 100-690). This law requires contractors and subcontractors of federal funds to certify they will provide drug-free workplaces. This certification is a precondition to receiving a contract or grant.

1.4 IMMIGRATION AND EMPLOYMENT LAWS: Agency and District acknowledge the applicability of the Immigration Reform and Control Act of 1986 (IRCA) and agrees to comply with IRCA and permit District inspection of personnel records to verify such compliance. Agency and on behalf of any subcontractor, warrants, to the extent applicable under A.R. S. 41-4401, compliance with all federal immigration law and regulations that relate to their employees, as well as compliance with A.R. S. 23-214 (A) which requires registration and participation with the E-Verify Program. Agency shall ensure that all school-based staff meets all state and federal requirements for working with students, children, and parents. Agency facilitators and childcare aides have been fingerprinted and full, with criminal, background checks have been done.

2. LICENSES AND PERMITS:

District shall be responsible for obtaining any and all licenses and permits from the state of Arizona, any country or city therein, or any other government agency necessary for the Program.

3. INDEMNIFICATION:

To the extent allowed by law, each party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other party, its principals, members and employees (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims")

MEMORANDUM OF UNDERSTANDING

August 1, 2025 through July 31, 2026

Between Lutheran Social Services of the Southwest and Osborn School District

brought against, incurred by or paid by such other party at any time, in any way arising out of or relating to this agreement, except to the extent finally judicially determined to have resulted from the fault of the indemnified party. This indemnification provision shall apply regardless of the form or action, damage, claim, liability, cost, expense, or loss, whether in contract, statute, tort (including, without limitation, negligence) or otherwise.

The indemnifying party shall have the right to take over, settle, or defend all claims through counsel of the indemnifying party's choice and under its sole direction, except that the indemnifying party shall not take any action or agree to any settlement that would adversely affect the indemnified party without the indemnified party's written approval. The indemnified party must provide to the indemnifying party reasonable written notice of claim or potential claim, shall make all defenses available to the indemnifying party, and shall give the indemnifying party all assistance and authority, at the indemnifying party's reasonable request.

Each party shall provide evidence of liability insurance to the other party upon request. IN addition, evidence of District's automobile insurance policy shall be provided or the operation of any District owned vehicles that may be used in connection with the Program. District shall provide evidence that Workers' Compensation Insurance is provided to District employees.

4. RELATIONSHIP OF PARTIES/EMPLOYMENT DISCLAIMER

Each of the parties hereto is an independent contractor and neither party is, nor shall be considered to be, an agency, distributor, or representative of the other. Neither party shall act or represent itself directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other. In addition, the Agreement is not intended to constitute, create, give rise to, or otherwise recognize a joint venture agreement, partnership, or other formal business association or organization of any kind.

5. OWNERSHIP

District recognizes that Agency is the owner of all right, title, and interests in and to all Agency trademarks, logos, and names (Agency Property). Any use of the Agency property by District requires the written approval of Agency. Agency recognizes that District is the owner of all right, title, and interests in and to all District trademarks, logos, and names ("District Property"). Any use of the District Property by Agency requires the written approval of District.

6. CONFIDENTIALITY

Each party is the owner of certain information that it keeps to be confidential and proprietary in nature ("Confidential Information"). For purposes of the Paragraph 5, "Disclosing Party" shall refer to the party that discloses Confidential Information, and "Receiving party" shall refer to the party that receives Confidential Information. Neither

MEMORANDUM OF UNDERSTANDING

August 1, 2025 through July 31, 2026

Between Lutheran Social Services of the Southwest and Osborn School District

party will, during or subsequent to the term of this Agreement, directly or indirectly (a) use any of the Disclosing Party's Confidential Information for the benefit of anyone other than Disclosing Party, or (b) disclose any of the Disclosing Party's Confidential Information to anyone other than an employee, representative or agent of the Receiving party, to whom disclosure of such Confidential Information is necessary for the purposes permitted under this Agreement and who is obligated by written contract to protect the confidentiality thereof in a manner no less stringent than provided herein. Confidential Information does not include information (a) known to Receiving party at the time of disclosure to Receiving Party by Disclosing party, (b) publicly known through no wrongful act of Receiving Party, (c) rightfully received by Receiving Party from a third party who is authorized to make such disclosure, or (d) independently developed by Receiving Party other than pursuant to the Agreement.

The Receiving Party may disclose Confidential Information if required pursuant to applicable law, or under a government or court order; provided that (a) the obligations of confidentiality and non-use shall continue to the fullest extent not in conflict with such law or order, and (b) if and when Receiving party is required to disclose Confidential Information pursuant to any law or order. Receiving Party shall promptly notify Disclosing Party and use reasonable best efforts to obtain a protective order or take other actions as shall prevent or limit, to the fullest extent possible, public access to, or disclosure of, such Confidential Information.

In the event this Agreement is terminated, receiving party shall cease use of the Confidential Information received from Disclosing Party and, upon Disclosing Party's written request, shall promptly destroy, or return Confidential Information. In the event Disclosing Party requests destruction, Receiving Party shall provide written certification of the destruction within thirty (30) days of such request.

Because each party's obligations are personal and unique, and because the parties will have access to and become acquainted with each other's Confidential Information, each party agrees that its breach of this Agreement will result in irreparable harm to the other party. An injured party may enforce this Agreement and any of its provisions by injunction, specific performance, or other equitable relief without prejudice to any other rights and remedies that the injured party may have.

7. NON-APPROPRIATION.

All parties acknowledge that the District is a government entity, and the contract validity is based upon the availability of public funding under its authority. In the event that the public funds are unavailable and not appropriate for the performance of either's obligations under this contract, then this contract shall automatically expire without penalty to either party after written notice to of the unavailability and non-appropriations of public funds. It is expressly agreed that neither party shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of the contract, but only as an emergency fiscal measure.

MEMORANDUM OF UNDERSTANDING

August 1, 2025 through July 31, 2026

Between Lutheran Social Services of the Southwest and Osborn School District

8. TERMINATION OF AGREEMENT:

Should circumstances arise which necessitate termination of this Agreement, either party may terminate this Agreement at any time, with or without cause, by giving 30 days' prior written notice. The District reserves all rights that it may have to cancel this Agreement for possible conflicts of interest under A.R.S.38-511, as amended.

Lutheran Social Services of the Southwest:

Signature

Print Name

Title

Date

Osborn School District:

Signature

Print Name

Title

Date

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number –V-I-2

Agenda Item

Approval of the Memorandum of Understanding between Excel Soccer Academy and the Osborn School District for the 2025- 2026 SY

For Board: ☒ Action ☐ Discussion ☐ Information

Background –

Excel Soccer Academy has been in the Osborn School District since 2012. Many kids from the Osborn School District have played and still play at Excel Soccer Academy. This agreement will provide free sessions of soccer skills development and play at four of Osborn district schools. There will be three eight-week sessions taking place in the Fall, Winter and Spring at each site. Excel will provide coaches and needed equipment for students. Students will have the opportunity to develop soccer skills and practice teamwork skills in a positive and inclusive environment.

Legal

Financial

Sessions will be provided in-kind by Excel Soccer Academy

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board approve the Services Agreement between Excel Soccer Academy and Osborn School District

Moved _____ Seconded _____ P/F

MEMORANDUM OF UNDERSTANDING

August 1, 2025 through July 31, 2026

Between Excel Soccer Academy/Arizona Soccer Association and Osborn School District



Osborn School District hereinafter referred to as the “District” and Excel Soccer Academy/Arizona Soccer Association agree to a collaborative approach to supporting student health and well-being.

(Organization description, offerings, services and goals/objectives)

The Excel Soccer Academy/Arizona Soccer Association after-school soccer program will introduce grass roots soccer to four elementary schools in the Osborn School District. We are excited to provide a fun and engaging environment where students can develop their soccer skills, foster teamwork, and cultivate a love for the game. Our dedicated coaching staff is committed to creating a positive and inclusive experience for every participant.

This MOU is effective from August 1, 2025 through July 31, 2026.

Excel Soccer Academy/Arizona Soccer Association will:

Provide students with an after-school soccer program. There will be two six-week sessions in the fall and two six-week sessions in the spring.

1. Ensure staff working with students obtain/retain up-to-date fingerprint clearance cards and have submitted to a background check administered by the **Excel Soccer Academy/Arizona Soccer Association**.
2. Add Osborn School District as additional insured on the Excel Soccer Academy liability insurance policy. Volunteers/coaches are covered under Excel Soccer Academy general liability insurance.
3. Be responsible for obtaining signed liability waivers and permission slips from all participants' families/guardians and providing copies to Osborn 21st CCLC District Coordinator to keep on file.
4. Require that students wear the appropriate safety equipment, including shin guards, soft cleats or tennis shoes, face protection, if needed, and goalie gear.
5. Communicate with Osborn 21st CCLC regarding any program changes, including staff, schedules, and students.

MEMORANDUM OF UNDERSTANDING

August 1, 2025 through July 31, 2026

Between Excel Soccer Academy/Arizona Soccer Association and Osborn School District

6. When invited, attend staff and school board meetings to inform the community of Collaboration activities, specific needs, and volunteer opportunities.

Osborn School District will:

1. Provide the physical facilities for the collaboration with maintenance and janitorial support.
2. Promote the program through 21st CCLC site coordinators and related 21st CCLC communication to the community.
3. Provide for any additional safety equipment needs as reasonably necessary to participate in the activities.

TERMS AND CONDITIONS

1. COMPLIANCE WITH APPLICABLE LAWS:

Each party shall comply with all applicable laws, ordinances, Executive Orders, rules, regulations, standards, and codes of the Federal, State, and Local governments whether or not specifically referenced herein. Specifically, the following apply:

1.1 NON-DISCRIMINATION: The parties agree to comply with all provisions of applicable federal, state, and local laws relating to non-discrimination, equal employment opportunity, the Americans with Disabilities Act, and Arizona Governor's Executive Order 2009-09 (superseding Executive Order 99-4) (dated January 29, 1999), as may be amended from time to time.

1.2 SMOKING POLLUTION CONTROL ORDINANCE: Agency and District shall be subject to the provisions of City Ordinance No. G-2865, as amended, "the Smoking Pollution Control Ordinance," effective July 1, 1986. This ordinance regulates smoking in places of employment and enclosed public spaces located within the City of Phoenix.

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MEMORANDUM OF UNDERSTANDING

August 1, 2025 through July 31, 2026

Between Excel Soccer Academy/Arizona Soccer Association and Osborn School District

1.4 IMMIGRATION AND EMPLOYMENT LAWS: Agency and District acknowledge the applicability of the Immigration Reform and Control Act of 1986 (IRCA) and agrees to comply with IRCA and permit District inspection of personnel records to verify such compliance. Agency and on behalf of any subcontractor, warrants, to the extent applicable under A.R. S. 41-4401, compliance with all federal immigration law and regulations that relate to their employees, as well as compliance with A.R. S. 23-214 (A) which requires registration and participation with the E-Verify Program. Agency shall ensure that all school-based staff meets all state and federal requirements for working with students, children, and parents. Agency facilitators and childcare aides have been fingerprinted and full, with criminal, background checks have been done.

2. LICENSES AND PERMITS:

District shall be responsible for obtaining any and all licenses and permits from the state of Arizona, any country or city therein, or any other government agency necessary for the Program.

3. INDEMNIFICATION:

To the extent allowed by law, each party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other party, its principals, members and employees (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims") brought against, incurred by or paid by such other party at any time, in any way arising out of or relating to this agreement, except to the extent finally judicially determined to have resulted from the fault of the indemnified party. This indemnification provision shall apply regardless of the form or action, damage, claim, liability, cost, expense, or loss, whether in contract, statute, tort (including, without limitation, negligence) or otherwise.

The indemnifying party shall have the right to take over, settle, or defend all claims through counsel of the indemnifying party's choice and under its sole direction, except that the indemnifying party shall not take any action or agree to any settlement that would adversely affect the indemnified party without the indemnified party's written approval. The indemnified party must provide to the indemnifying party reasonable written notice of claim or potential claim, shall make all defenses available to the indemnifying party, and shall give the indemnifying party all assistance and authority, at the indemnifying party's reasonable request.

Each party shall provide evidence of liability insurance to the other party upon request. IN addition, evidence of District's automobile insurance policy shall be provided or the operation of any District owned vehicles that may be used in connection with the Program. District shall provide evidence that Workers' Compensation Insurance is provided to District employees.

MEMORANDUM OF UNDERSTANDING

August 1, 2025 through July 31, 2026

Between Excel Soccer Academy/Arizona Soccer Association and Osborn School District

4. RELATIONSHIP OF PARTIES/EMPLOYMENT DISCLAIMER

Each of the parties hereto is an independent contractor and neither party is, nor shall be considered to be, an agency, distributor, or representative of the other. Neither party shall act or represent itself directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other. In addition, the Agreement is not intended to constitute, create, give rise to, or otherwise recognize a joint venture agreement, partnership, or other formal business association or organization of any kind.

6. CONFIDENTIALITY

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MEMORANDUM OF UNDERSTANDING

August 1, 2025 through July 31, 2026

Between Excel Soccer Academy/Arizona Soccer Association and Osborn School District

party agrees that its breach of this Agreement will result in irreparable harm to the other party. An injured party may enforce this Agreement and any of its provisions by injunction, specific performance, or other equitable relief without prejudice to any other rights and remedies that the injured party may have.


7. NON-APPROPRIATION.

All parties acknowledge that the District is a government entity, and the contract validity is based upon the availability of public funding under its authority. In the event that the public funds are unavailable and not appropriate for the performance of either's obligations under this contract, then this contract shall automatically expire without penalty to either party after written notice to of the unavailability and non-appropriations of public funds. It is expressly agreed that neither party shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of the contract, but only as an emergency fiscal measure.

8. **TERMINATION OF AGREEMENT:**

Should circumstances arise which necessitate termination of this Agreement, either party may terminate this Agreement at any time, with or without cause, by giving 30 days' prior written notice. The District reserves all rights that it may have to cancel this Agreement for possible conflicts of interest under A.R.S.38-511, as amended.

Excel Soccer Academy:



Signature

Stryker B. Aguilar

Print Name

Director of Coaching

Title

6/9/2025

Date

Osborn School District:

Signature

Print Name

Title

Date

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number –V-I-3

Agenda Item

Renewal of MOU with Hands on Greater Phoenix Your Experience Counts Program 2025-2026

For Board: ☒ Action ☐ Discussion ☐ Information

Background –

Osborn School District, in collaboration with the Hands-on Greater Phoenix (HGP)/Your Experience Counts (YEC), will recruit and coordinate community volunteers for Osborn schools during the 2025-2026 school year. This is a continuation of the partnership between Osborn and Hands-On Greater Phoenix. YEC is a program where adults provide academic support to students, under the direction of classroom teachers. Support from a well-trained volunteer is primarily focused in grades 1-3 in literacy and 4-6 in math and science. In addition to a rigorous background check process, volunteer training through HGP will include academic content knowledge, strategies, testing and school-related laws including supervision, confidentiality, and Mandatory Reporting. YEC volunteers will also have professional development and may provide STEAM resources and lesson plans to participating teachers through YEC's lending program: Ozobots, VEX-IQ Robotics, Makey Makey, Forensic Investigation Lab, K'Nex Renewable Energy, and BrickLab Architecture

Legal

Financial

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board approve the Memorandum of Understanding between Hands-on Greater Phoenix and Osborn School District for the 2025-2026 school year.

Moved _____ Seconded _____ P/F

2025-2026
MEMORANDUM OF UNDERSTANDING
Your Experience Counts

Parties:

HandsOn Greater Phoenix, an Arizona nonprofit organization (HGP)

Osborn School District (OSD)

Purpose:

HGP and OSD, through this Memorandum of Understanding, confirm that they have agreed to collaborate on a program known as Your Experience Counts (YEC). YEC is a program where adults provide academic support to students, under the direction of classroom teachers. Support is primarily focused in grades K-3 in literacy and 4-6 in math and science. The areas of responsibility of HGP and OSD are as follows:

HandsOn Greater Phoenix agrees to:

- Recruit, interview and select volunteers with the knowledge and skills needed to fulfill the responsibilities of this role, which is referred to as a YEC volunteer.
- Complete and monitor background checks on YEC volunteers prior to their placement in Osborn School District using the Level 3 screening process of Sterling Volunteers.
- Communicate to YEC volunteers the prerequisites to reporting to their volunteer assignment in an Osborn school:
 - The YEC volunteer's completion of the Community Volunteer Training Module and subsequent quiz.
 - The YEC volunteer's submission of the Community Volunteer Application Osborn HR department.
- Train YEC volunteers in academic content, strategies, testing and school-related laws including supervision, confidentiality, and Mandatory Reporting.
- Provide program fiscal administration, fundraising, and program oversight, which includes classroom site visits to observe volunteer interactions and model best practices.
- Communicate regularly, as needed, with Osborn School District representative.
- Submit current certificate of \$1 million liability insurance policy.
- Provide annual report detailing results for the school year

The Osborn School District agrees to:

- Recruit classroom teachers willing to host YEC volunteers.
- Help HGP with volunteer recruitment by providing access to existing community contacts and forums.
- Provide access to district training resources for YEC volunteers.
- Provide access to de-identified, aggregate, empirical student data results for program evaluation.
- Provide HGP access to interoffice mail or email distribution for the purpose sending program evaluations to teachers and principals.

- Provide HGP with the opportunity to take promotional photos of YEC volunteer/student interactions. (HGP will ensure student photo release is on file.)
- Share additional opportunities for academic support such as summer school or after-school programming, in which currently active Osborn YEC volunteers may choose to serve.
- Communicate regularly with YEC supervisor to support volunteer and program success.

TERMS AND CONDITIONS

1. COMPLIANCE WITH APPLICABLE LAWS:

Each party shall comply with all applicable laws, ordinances, Executive Orders, rules, regulations, standards, and codes of the Federal, State, and Local governments whether or not specifically referenced herein. Specifically, the following apply:

1.1 NON-DISCRIMINATION: The parties agree to comply with all provisions of applicable federal, state and local laws relating to non-discrimination, equal employment opportunity, the Americans with Disabilities Act, and Arizona Governor's Executive Order 2009-09 (superseding Executive Order 99-4) (dated January 29, 1999), as may be amended from time to time.

1.2 SMOKING POLLUTION CONTROL ORDINANCE: HGP and District shall be subject to the provisions of City Ordinance No. G-2865, as amended, "the Smoking Pollution Control Ordinance," effective July 1, 1986. This ordinance regulates smoking in places of employment and enclosed public places located within the City of Phoenix.

1.3 DRUG-FREE WORKPLACE: HGP and District agree to comply with the Drug-Free Workplace Act of 1988 (P.L. 100-690). This law requires contractors and subcontractors of federal funds to certify they will provide drug-free workplaces. This certification is a precondition to receiving a contract or grant.

1.4 IMMIGRATION AND EMPLOYMENT LAWS: HGP and District acknowledge the applicability of the Immigration Reform and Control Act of 1986 (IRCA) and agree to comply with IRCA and permit District inspection of personnel records to verify such compliance. HGP, and on behalf of any subcontractor, warrants, to the extent applicable under A.R.S. §41-4401, compliance with all federal immigration laws and regulations that relate to their employees, as well as compliance with A.R.S. §23-214(A) which requires registration and participation with the E-Verify Program. HGP shall ensure that all school-based HGP Staff meet all state and federal requirements for working with students.

1.5 CANCELLATION. This Agreement may be cancelled by either party for conflict of interest pursuant to Ariz. Rev. Stat. § 38-511, as amended.

1.6 NON-APPROPRIATION. The parties acknowledge that the District is a government entity, and the contract validity is based upon the availability of public funding under its authority. In the event that public funds are unavailable and not

appropriated for the performance of either's obligations under this contract, then this contract shall automatically expire without penalty to either party after written notice to of the unavailability and non-appropriation of public funds. It is expressly agreed that neither party shall activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure.

1.7 ARIZONA LAW. This Agreement is made in the State of Arizona and shall be interpreted by the laws of the State of Arizona. Any dispute arising out of or relating to this Agreement shall be brought in the Maricopa County Superior Court or the United States District Court, District of Arizona.

1.8 ASSIGNMENT. Neither party shall have the right to assign this Agreement without the prior written consent of the other party.

1.9 NO ISRAEL BOYCOTT. To the extent applicable, the Parties agree that they are not currently engaged in, and agree that for the duration of the Agreement they will not engage in, a boycott of Israel, as that term is defined in A.R.S. §35-393.

1.10 NO FORCED LABOR OF ETHNIC UYGHURS. To the extent A.R.S. § 35-394 is applicable, HGP hereby certifies it does not currently, and for the duration of this Contract shall not use: (A) the forced labor of ethnic Uyghurs in the People's Republic of China, (B) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China, and (C) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.

2. LICENSES AND PERMITS:

District shall be responsible for obtaining any and all licenses and permits from the State of Arizona, any county or city therein, or any other government agency necessary for the Program.

3. INDEMNIFICATION:

Each Party hereby agrees to defend, indemnify and hold the other Party harmless from any and all liabilities, claims, expenses, damages, judgments, and other costs and expenses in connection with the representations and warranties made herein and any and all liabilities or obligations of any kind or nature whatsoever, whether accrued, absolute, contingent or otherwise, known or unknown, based on, arising out of, or relating to this Agreement both to the fullest extent allowed by law. In the event of concurrent liability, the parties shall have the right of contribution from each other to the extent allowed by law. This indemnification provision shall survive termination of the Agreement and remain in effect.

Each party shall provide evidence of liability insurance to the other party upon request. In addition, evidence of District's automobile insurance policy shall be provided for the operation of any District owned vehicles that may be used in connection with the

Program. District shall provide evidence that Workers' Compensation Insurance is provided to District employees.

4. RELATIONSHIP OF PARTIES/EMPLOYMENT DISCLAIMER:

Each of the parties hereto is an independent contractor and neither party is, nor shall be considered to be, an agent, distributor or representative of the other. Neither party shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other. In addition, the Agreement is not intended to constitute, create, give rise to, or otherwise recognize a joint venture agreement, partnership, or other formal business association or organization of any kind.

5. OWNERSHIP:

District recognizes that HGP is the owner of all right, title, and interest in and to all HGP trademarks, logos, and names ("HGP Property"). Any use of the HGP Property by District requires the written approval of HGP. HGP recognizes that District is the owner of all right, title, and interest in and to all District trademarks, logos, and names ("District Property"). Any use of the District Property by HGP requires the written approval of District.

6. CONFIDENTIALITY:

Each party is the owner of certain information that it deems to be confidential and proprietary in nature ("Confidential Information"). For purposes of this Paragraph 5, "Disclosing Party" shall refer to the party that discloses Confidential Information, and "Receiving Party" shall refer to the party that receives Confidential Information. Neither party will, during or subsequent to the term of this Agreement, directly or indirectly (a) use any of the Disclosing Party's Confidential Information for the benefit of anyone other than Disclosing Party, or (b) disclose any of the Disclosing Party's Confidential Information to anyone other than an employee, representative or agent of the Receiving Party, to whom disclosure of such Confidential Information is necessary for the purposes permitted under this Agreement and who is obligated by written contract to protect the confidentiality thereof in a manner no less stringent than provided herein. Confidential Information does not include information (a) known to Receiving Party at the time of disclosure to Receiving Party by Disclosing Party, (b) publicly known through no wrongful act of Receiving Party, (c) rightfully received by Receiving Party from a third party who is authorized to make such disclosure, or (d) independently developed by Receiving Party other than pursuant to this Agreement.

The Receiving Party may disclose Confidential Information if required pursuant to applicable law, or under a government or court order; provided that (a) the obligations of confidentiality and non-use shall continue to the fullest extent not in conflict with such law or order, and (b) if and when Receiving Party is required to disclose Confidential Information pursuant to any law or order. Receiving Party shall promptly notify Disclosing Party and use reasonable best efforts to obtain a protective order or take other actions as shall prevent or limit, to the fullest extent possible, public access to, or disclosure of, such Confidential Information.

In the event this Agreement is terminated, Receiving Party shall cease use of the Confidential Information received from Disclosing Party and, upon Disclosing Party's written request,

shall promptly destroy or return Confidential Information. In the event Disclosing Party requests destruction, Receiving Party shall provide written certification of the destruction within thirty (30) days of such request.

Because each party's obligations are personal and unique, and because the parties will have access to and become acquainted with each other's Confidential Information, each party agrees that its breach of this Agreement will result in irreparable harm to the other party. An injured party may enforce this Agreement and any of its provisions by injunction, specific performance or other equitable relief without prejudice to any other rights and remedies that the injured party may have.

7. TERMINATION OF AGREEMENT:

Should circumstances arise which necessitate termination of this Agreement, either party may terminate this Agreement at any time, with or without cause, by giving 30 days' prior written notice.

Timeframe:

This MOU will commence on July 31, 2025 and will dissolve at the end of the 2025-2026 school year, June 30, 2026.

This Memorandum of Understanding is the complete agreement between **HandsOn Greater Phoenix** and **The Osborn School District** and may be amended only by written agreement signed by each of the parties involved.

Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

HandsOn Greater Phoenix

Authorized Official:

_____	<u>Todd Byard, President</u>	_____
Signature	Printed Name and Title	Date

Address: 1125 E. Southern Ave. Ste. 200
Mesa, AZ 85204

Telephone(s): 602 973 2212

E-Mail Address: todd@handsonphoenix.org

Osborn School District

Authorized Official:

_____	<u>Dr. Michael Robert, Superintendent</u>	_____
Signature	Printed Name and Title	Date

Address: 1226 West Osborn Road,
Phoenix, Arizona, 85013

Telephone(s): 602 707 2002

E-Mail Address: mrobert@osbornsd.org

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number –V-J

Agenda Item

Out-of-State Travel to Annual Synergy Conference in Orlando, Florida November 6-7, 2025

For Board: ☒ Action ☐ Discussion ☐ Information

Background –

The annual synergy conference provides Synergy users with opportunities to discover the latest Synergy product features, get in-depth information on Synergy modules, receive one-on-one instruction from Edupoint subject matter experts in the CONNECT Hub, and network with Synergy users from other districts.

- 100+ breakout sessions with offerings for every level of Synergy experience
- NEW sessions covering a wide range of user interests, including Curriculum & Instruction, Gradebook, and Parent Vue
- A dedicated Hands-On Track with intimate computer lab sessions for in-depth Synergy training
- Customer-led breakouts providing end-user perspectives on Synergy
- Previews of exciting new products, enhancements, and services

Travel for two staff to attend the Synergy Connect Annual Conference in Orlando, FL November 6-7, 2025.

Legal

Financial

Cost Estimate = \$4500 from indirect cost fund

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended the Board approve Out-of-State Travel for two staff to attend the Synergy Connect Annual Conference in Orlando, FL in November 2025.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number –V-K

Agenda Item

Renewal of BIDs, RFPs, RFQs

For Board:

☒

Action

☐

Discussion

☐

Information

Background –

Procurement regulations mandate that School Districts follow certain procedures in regard to purchasing products and/or services in excess of \$100,000. Purchases that exceed this volume must be purchased through a formal bidding process. Compliance with the regulations can be met by “tagging” onto a consortium bid or going out for a bid ourselves. The awards for all bids are for a one-year period with the option to renew for up to four additional one-year periods. If a vendor’s performance is satisfactory, the District can contract with them for five years through the use of a bid. However, we are required to excise our renewal rights each year of the BID/RFP.

Attached is a revised listing of the Osborn BIDs, RFPs, RFQs that are being recommended for renewal. The assigned district administrator has verified that all contract requirements have been met for renewal.

Legal

Financial

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board renew the BIDs, RFPs, RFQs for services and/or products as presented on the attached listing.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number –V-L

Agenda Item

Approval of the Payroll Specialist position description.

For Board: ☒ Action ☐ Discussion ☐ Information

Background –

Administration has developed the job description for Payroll Specialist position

Legal

Financial

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board approve the job description for Payroll Specialist position.

Moved _____ Seconded _____ P/F

Payroll Specialist

Department:	Business Services		Date Created:	07/2025
Salary Grade:	Classified Grade 18		Date(s) Modified:	
FLSA Status:	Non-exempt		Work year:	12 months

Position Summary

Maintains and monitors the integrity of District payroll records. Processes the District payroll accurately and efficiently and monitors automated time keeping system. This is a safety sensitive position.

Job Responsibilities

Essential Functions: -- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Essential duties and responsibilities may include, but are not limited to, the following:

- Processes biweekly district payroll in accordance with district policies and local, state, and federal requirements
- Processes all PAR forms and other necessary information as it pertains to PAR actions.
- Calculates changes in contract amounts and payouts for separated employees, accrued sick, vacation leave, and retirement payments.
- Interfaces automated time keeping system with payroll system.
- Maintains complete and compliant records for all payroll transactions.
- Reconciles and updates employees leave bank accruals, usage and balances.
- Reconciles payroll deductions to vendor billings for accuracy.
- Resolves payroll discrepancies by collecting and analyzing information.
- Maintains employee confidence and protects payroll operations by keeping information confidential
- Maintains payroll operations by following policies and procedures; reporting needed changes to the Payroll/Accounting Manager.
- Provides assistance to the Payroll / Accounting Manager, including auditing of payroll records to ensure compliance with FLSA, ASRS, USFR and other regulatory agencies.
- Attends professional development meetings and other trainings as required; provides training to district staff on payroll procedures as needed.
- Assists other departments or positions with special projects and/or duties.
- Performs additional related duties as assigned.

Job Requirements

Knowledge of –

- Principles and practices of payroll processing.
- Budgeting and accounting principles and practices.
- Automated payroll processing software.
- US and AZ Labor Law requirements.
- Current and new USFR requirements.
- Current office practices and procedures.

Skill in –

- Communicate effectively verbally and in writing.
- Maintain positive and effective working relationships with others.
- Working under pressure, within specific time frames and detail oriented.
- Operate a computer and related software.
- Perform arithmetic calculations quickly and accurately.
- Perform detailed reconciliations.

Education and Experience:

- High School Diploma or equivalent required; Associate's Degree preferred.
- Two or more years of payroll experience and/or accounting experience preferred.

Licenses, Certifications, and Equipment:

Valid State of Arizona driver's license.

Work is performed at District facilities primarily in a standard office environment. Operates standard office equipment such as personal computer and related software, fax machine, and copy machine. May occasionally be required to work evenings and/or weekends.

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.

Agenda Item Number –VI

Agenda Item

Board Presentation- None this month

For Board: ☐ Action ☒ Discussion ☒ Information

Background –

Legal

Financial

Governing Board Goals

- ☒ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.

Agenda Item Number –VII-A

Agenda Item

Administrative Reports

For Board: ☐ Action ☒ Discussion ☒ Information

Background –

During summer months, principals and directors submit reports on work completed in their school/department if needed. Board members may comment.

Legal

Financial

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

For update and information only

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

The Osborn Community advances the full potential of every child
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Agenda Item Number – VIII- A

Agenda Item

Adoption of the 2025/26 Expenditure Budget and Approval to Spend Insurance Proceeds

For Board: ☒ Action ☐ Discussion ☐ Information

Background –

In accordance with A.R.S. §15-905, the District must prepare a proposed budget which is transmitted electronically to ADE for posting to their Web site at least ten (10) days before the budget is formally adopted. The Governing Board then holds a public hearing to present the proposed budget to the residents of the District. Immediately following the public hearing, the Governing Board calls to order the Governing Board meeting to adopt the budget.. Districts must adopt the budget by July 15, 2025. The adopted budget must be filed with the County School Superintendent and the Superintendent of Public Instruction no later than July 18, 2025.

The 2025/26 budget was proposed at the June 16, 2025 Governing Board meeting and was published on the Arizona Department of Education's web site on June 23, 2025, along with the Notice of Public Hearing. The documents were also posted on our web site on June 23, 2025. The Truth in Taxation notice was not required this year.

A.R.S. §15-1103 stipulates that districts may use monies from the Insurance Proceeds Fund only after notice and a public hearing. The district has, historically, combined this hearing and approval with the budget adoption.

Legal

A.R.S. §15-905

Financial

Adopted budget sets forth the budget capacity of District spending in 2025/26.

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board adopt the 2025/26 expenditure budget and approve the use of insurance proceeds as may be needed during the fiscal year.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.

Agenda Item Number –VIII-B

Agenda Item

**Approval of the proposed Instruction Time Model for Clarendon, Encanto, OMS,
Longview and Solano Schools for the 2025-26 school year**

For Board: ☒ Action ☐ Discussion ☐ Information

Background –

[HB 2862](#) requires school districts to have two public hearings on alternative models of instruction for online schools.

HB 2682 allows a school, in its adopted instructional time model, to deliver the annual required instructional time or hours to students through any combination of:

- a) **Direct instruction** (presentation of academic content to students by teachers, such as in a lecture or demonstration)
- b) **Project-based learning** (engages students in solving a real-world problem or answering a complex question and demonstrating their knowledge and skills by creating a public product or presentation for a real audience)
- c) **Independent learning time** (when students are working without direct teacher input and includes work on educational programs, independent reading, homework, etc.)
- d) **Mastery-based learning** (a system in which students advance to higher learning levels upon demonstration of concept and skill mastery, regardless of time, place or pace)

HB 2682 also instructs a school to align its attendance policies to reflect the instructional time and hours under its adopted instructional time model.

The district is recommending the governing board adopt instruction time models for Clarendon, Encanto, OMS, Longview, Montecito and Solano Schools for the 25-26 school year. [Attached](#) are the developed attendance procedures for those students who complete their instructional minutes through the instructional time models.

Legal –

HB 2862

Financial-

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☒ Equity & Excellence for Opportunity and Outcomes

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Recommendation

It is recommended that the Governing Board approve the Instruction Time Model for Clarendon, Encanto, OMS, Longview and Solano Schools for the 2025-26 school year as presented.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.

Agenda Item Number – VIII-C

Agenda Item

Out-of-State Professional Development Opportunities for Governing Board Members

Violeta Ramos, Leanne Greenberg, Ed Hermes, Rhiannon Ford and Eric Thompson for the 2025-2026 school year

For Board: ☒ Action ☐ Discussion ☐ Information

Background –

Below are potential out-of-state professional development opportunities for Board members for the 2025-2026 school year. This does not mean that every member will or should go to every conference. It merely allows the district to begin making reservations and placing registrations for best pricing while following all procurement requirements for approval before encumbrance. Further events may be brought for approval, however this list is known travel opportunities that Board members have taken advantage of in the past few years.

Council of Urban Boards of Education (CUBE) Annual Conference
Los Angeles, CA September 11-13, 2025

National School Boards Association (NSBA) Advocacy and Equity Institute
Date unknown

National School Boards Association (NSBA) Annual Conference
San Antonio, TX April 10-12, 2026

Arizona School Boards Association (ASBA) Summer Leadership Institute 2025
TBD

National Association of Latino Elected Officials (NALEO) Annual Conference
Location and Date for summer 2025 TBD

Legal

Financial

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended the Board approve Out-of-State Professional Development Opportunities for Governing Board Members Violeta Ramos, Leanne Greenberg, Ed Hermes, Rhiannon Ford and Eric Thompson for the 2025-2026 school year.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.

Agenda Item Number – VIII-D

Agenda Item

Out-of-State Professional Development Opportunities for Superintendent Dr. Michael Robert for the 2025-2026 school year

For Board: ☒ Action ☐ Discussion ☐ Information

Background –

Below are potential out-of-state professional development opportunities for the superintendent for the 2025-2026 school year. This does not mean that the superintendent will or should go to every conference. It merely allows the district to begin making reservations and placing registrations for best pricing while following all procurement requirements for approval before encumbrance. Further events may be brought for approval, however this list is known travel opportunities that the superintendent or board members have taken advantage of in the past few years.

Council of Urban Boards of Education (CUBE) Annual Conference
Los Angeles, CA September 11-13, 2025

The School Superintendent's Association (AASA) National Conference on Education in Nashville, TN
February 12-14, 2026

National Institute for Excellence in Teaching (NIET) Annual Conference in New Orleans, LA
(Dates TBD)

National School Boards Association (NSBA) Annual Conference
San Antonio, TX April 10-12, 2026

Legal

Financial

Governing Board Goals

☐ Community Connectedness and Increased Enrollment

☐ Maximize Student Learning & Achievement from PreK to High School

☐ Stewardship and Boardmanship

☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended the Board approve Out-of-State Professional Development Opportunities for Superintendent Dr. Michael Robert for the 2025-2026 school year.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

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Agenda Item Number – VIII-E

Agenda Item

Approval of first review of ASBA Policy Revisions

For Board: ☒ Action ☐ Discussion ☐ Information

Background –

The Arizona School Boards Association is comprehensively reviewing its general policy manual and sending policy advisories over the upcoming months to reflect general changes to policies for districts to adopt. Approval of this group of policies is per the spreadsheet, recommending the majority of the policies be adopted as presented, while some are recommended to remain as is or with alterations recommended.

BAA-EB	Evaluation of School Board/Board Self Evaluation
CA	Administration Goals/ Priority Objectives
CB	Superintendent
CBA	Qualifications and duties of the Superintendent
CBCA	Delegated Authority
CBCA-R	Delegated Authority
CBI	Evaluation of Superintendent
CBI-EA	Evaluation of Superintendent
CBI-EB	Evaluation of Superintendent
CCB	Line and Staff Relations
CCB-R	Line and Staff Relations
CFD	School Based Management
CFD-R	School Based Management
CFD-E	School Based Management
CFD	School Based Management (version for 1 school District or < than 600 students)
CHD	Administration in the Absence of Policy
CK	Administrative Consultants
CM	School District Annual Report
IHA	Basic Instructional Program
IJNDB	Use of Technology Resources in Instruction
IJNDB-R	Use of Technology Resources in Instruction
JLF	Reporting Child Abuse/Child Protection
JLIF	Sex Offender Notification
JR	Student Records
DA	Fiscal Management Goals
DB	Annual Budget: Schedule, Preparation/Planning, Format, and Posting/Submission
DBC	Budget Planning, Preparation, And Schedules
DBF	Budget Process, Adoption and Implementation
DBI	Budget Implementation
DBJ	Budget Reconciliation and Transfers
DD	Budget Funding Sources
DDA	Funding Sources Outside the School System

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

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DEC	Funding from Federal Tax Sources (Impact Aid Program)
DFA	Revenues and Income
DFB	Revenues from School Owned Real Estate
DFD	Gift Receipts and Admissions
DFF	Income from School Sales and Services
DG	Banking Services and Authorized Signatures
DGA	Authorized Signatures
DGD	Credit Cards (Credit Cards and/Procurement Cards)
DI	Fiscal Accounting and Reporting
DIA	Accounting System
DIB	Revolving and Auxiliary Funds
DIC	Financial Reports and Statements
DICA	Budget Format
DID	Inventories
DIE	Audits/Financial Monitoring
DIE-R	Audits/Financial Auditing
DJ	Purchasing Ethics
DJE	Bidding/Purchasing Procedures
DJG	Vendor Contractor and Sales Calls Requirements
DJG-R	Vendor Contractor and Sales Calls Requirements
DJGA	Sales Calls and Demonstrations
DJGA-R	Sales Calls and Demonstrations
DK	Payment and Payroll Procedures
DKA	Payroll Procedures/Schedules
DKA-E	Payroll Procedures/Schedules
DN	School Properties Disposition

Legal

Financial

Governing Board Goals

☐Community Connectedness and Increased Enrollment

☐Maximize Student Learning & Achievement from PreK to High School

☐Stewardship and Boardmanship

☐Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended the Board approve ASBA policy revisions as discussed.

Moved _____ Seconded _____

P/F

Alph Code	Policy Name	Superintendent Notes	Additional Notes
BAA-EB	Evaluation of School Board/Board Self Evaluation (Update of PA 820 March 2025)	Due to ASBA's recent website migration, the link to access the request form to receive the electronic Board Self-Evaluation Tool required an update. Therefore, the link and instructions to access the request form have been updated as follows: To request access to the "Electronic Survey/Board Self-Evaluation Tool," click here: https://azsba.org/ and select Contact Us (under the dropdown menu for Special Request select Request Evaluation Form). This Electronic Survey/Board Self-Evaluation Tool is complimentary, provides a tabulation of results, and creates a comprehensive report.	Approve, however the board has not chosen a standard evaluation tool. Only approve this exhibit if the board wants to utilize the ASBA evaluation instrument for this year.
CA	Administrative Goals/Priority Objectives	Minor revisions were made to policy language for clarity, and A.R.S. 15-341 was added as a Legal Reference as the statute pertains to Board policies and curricula noted in Policy CA.	Approve
CB	Superintendent	Policy CB was updated to align with statutory language (may versus shall). [A.R.S. 15-503]	Approve
CBA	Qualifications and Duties of the Superintendent	Subheadings were added and language in Policy CBA was reorganized for clarity (e.g., the statutory fingerprint card was moved to the second paragraph under the subheading, Qualifications, and the delegation portion in the second paragraph was moved under the subheading, Duties); additional minor edits were included for clarity.	Approve
CBCA CBCA-R	Delegated Authority	Information from Policy CCB was moved to Policy CBCA under "H." and the final sentence of the policy; therefore, Policy CCB was removed from the model manual. In addition, E. - G. were added as additional areas of delegated authority, and Legal References A.R.S. 15-806 and 15-341 were added (school closures portions). Also, newly created Regulation CBCA-R contains language formerly in Regulation CCB-R; therefore, Regulation CCB-R was removed from the model manual (no change was made to original regulation language).	Approve

CBI CBI-EA CBI-EB	Evaluation of Superintendent (may choose EA-EB)	<p>Subheadings were added and language in Policy CBI was reorganized for clarity (e.g., information regarding executive session was moved to the first paragraph under the subheading, Executive Session, and the sentence regarding the Superintendent's personnel file was moved to the final sentence under the subheading, Evaluation Process). In addition, information regarding the exception to the contract offer date due to an override election per A.R.S. 15-503, and the contract acceptance timeframe were added. As with the Board Self-Evaluation Tool (Policy Advisory 820), Exhibit CBI-E offers Districts a choice: the original Superintendent Evaluation Tool (labeled as CBI-EA in this document) or the updated Superintendent Evaluation Tool (labeled as CBI-EB in this document). The updated Exhibit CBI-EB, created in collaboration with ASA (Arizona School Administrators), contains links to both the Evaluation Tool Guidance Handbook and the Superintendent Evaluation Tool, a free and customizable tool incorporating the yearly Superintendent goals. No change was made to the original language in Exhibit CBI-EA; minor edits were made to CBI-EB.</p>	<p>Approve, however the designation of March 30 annually for completion of the superintendent evaluation is not driven by statute. We have generally done superintendent evaluations in June.</p>
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CCB CCB-R	Line and Staff Relations- Deleted		Language in Policy CCB was moved to Policy CBCA under "H." and the final sentence of the policy; therefore, Policy CCB was removed from the model manual. Language in Regulation CCB-R was moved to newly created Regulation CBCA-R; therefore, CCB-R was removed from the model manual. No change was made to the original regulation language (title change only).	
CFD CFD-R CFD-E CFD (<600 students)	School Based Management School Based Manangement Board Member Oath of Office Based Management	School	The statutory requirement for school councils was added to the first sentence [A.R.S. 15-351], as well as the exception for small Districts [A.R.S. 15-352]. Due to the addition of the Small District Exception in the general Policy CFD, the second Policy CFD specifically for Small Districts was removed from the model manual, as well as its accompanying Exhibit CFD-E. Subheadings were also added, and language was removed for clarity in both the general Policy CFD and its accompanying Regulation CFD-R.	

CHD	Administration in the Absence of Policy	The legal reference was removed from Policy CHD as the statute does not specifically reference policy language	Approve
CK	Administrative Consultants	The phrase “curricula, physical plant and other requirements of the District” was added to Policy CK to align with language in A.R.S. 15-343.	Approve
CM	School Disitrcit Annual Report	An introductory sentence, subheadings, and information regarding the Financial Annual Report were added to Policy CM for clarity. In addition, the section regarding Guaranteed Energy Cost Savings was removed as a District may include the required information in their Annual Report by utilizing the report provided by the qualified provider.	Approve
IHA	Basic Instructional Program	Policy IHA has been revised to reflect the emergency measure, approved by the governor in March of 2025, that amended A.R.S. 15-710.02 regarding 9/11 Education Day by specifying relevant grade levels.	Approve
UNDB UNDB-R	Use of Technology Resources in Instruction	House Bill 2484 added A.R.S. 15-120.05 relating to student access to the internet, student use of wireless communication devices, policies and procedures, annual notice, and definitions for public schools. Policy UNDB and Regulation UNDB-R incorporate the new mandates, and headings were added to improve clarity. The regulation also includes an optional section for additional district-specific requirements.	Approve
JLF	Reporting Child Abuse/Child Protection	Senate Bill 1437 amends A.R.S. 13-3620 and A.R.S. 15-514 relating to mandatory reporting. Although Policy JLF already requires Board Members to report conduct involving minors subject to mandatory reporting under A.R.S. 13-3620, additional language has been included to ensure alignment with SB1437. Definitions and headings were added to improve clarity.	Approve. The district will send Board Members electronic access to the Mandatory Reporting training (video and tests) to assure all board members have the training necessary, and that the district has the assurance of compliance of member training, to align to this policy.
JLIF	Sex Offender Notification	Policy JLIF has been revised to include revisions to A.R.S. 13-3825 including the addition of Level One offender information and an additional notification requirement.	Approve
JR JR-R	Student Records	House Bill 2514 amends A.R.S. 15-102 and A.R.S. 15-142 relating to parental involvement in schools and student directory information. Policy JR and Regulation JR-R have been updated to ensure compliance with the new requirements. Subheadings were added to the regulation to support clarity and organization.	Approve

Alph Code	Policy Name	Superintendent Notes	Additional Notes
DA	Fiscal Management Goals / Priority Objectives	Minor edits were made to the policy language to reflect current best practices; the title was also updated to Fiscal Management Goals (removing Priority Objectives) as the list included in Policy DA reflects broad outcomes/aspirations.	
DB DB-R (New)	Annual Budget Annual Budget Schedule Preparation/Planning, Format, and Posting/Submission	Language in Policies DBC and DICA was moved to Policy DB; therefore, Policies DBC and DICA were removed from the model manual. Headings were also added for clarity, and the title was updated to Annual Budget: Schedule, Preparation/Planning, Format, and Posting/Submission to align with policy content. In addition, information regarding desegregation funding was included per A.R.S. 15-910, and submission information was included per A.R.S. 15-905. The list under the heading Format was updated to align with requirements in A.R.S. 15-903, and Legal References were also updated. Newly created Regulation DB-R contains content from Regulation DBC-R; therefore, DBC-R was removed from the model manual. Headings were added for clarity, and language was revised to include additional guidance from the USFR and statute.	
DBC (Deleted) DBC-R (Deleted)	Budget Planning, Preparation, and Schedules	Language in Policy DBC was moved to Policy DB under the heading Schedule; therefore, Policy DBC was removed from the model manual. Regulation DBC-R was recodified as Regulation DB-R; therefore, Regulation DBC-R was removed from the model manual.	
DBF	Budget Hearings and Reviews/Adoption Process	The first paragraph in Policy DBI was moved to Policy DBF under the heading Implementation; therefore, Policy DBI was removed from the model manual. Headings were also added for clarity, and the title was updated to Budget Process, Adoption and Implementation to align with policy content.	
DBI (Deleted)	Budget Implementation	Language in Policy DBI was moved to Policy DBF under the heading Implementation; therefore, Policy DBI was removed from the model manual.	

DBJ	Budget Transfers	Headings were added for clarity, and "Reconciliation and" was added to the policy title to align with content (current title – Budget Reconciliation and Transfers).	
DD DD-E	Funding Proposal, Grants, and Special Projects	Language in Policies DDA and DEC were moved to Policy DD; therefore, Policies DDA and DEC were removed from the model manual. Headings were also added for clarity, and the title to the policy and accompanying exhibit was updated to Budget Funding Sources to align with content. A.R.S. 15-991 was added to the Legal References as it pertains to Impact Aid.	

DDA (Deleted)	Funding Sources Outside the School System	Language in Policy DDA was moved to Policy DD under the heading Funding Sources Outside the School System; therefore, Policy DDA was removed from the model	
DEC (Deleted)	Funding from Federal Tax Sources	Language in Policy DEC was moved to Policy DD under the heading Funding From Federal Tax Sources (Impact Aid Program); therefore, Policy DEC was removed from the model manual.	
DFA	Revenues from Investments	Language in Policies DFB, DFD, and DFF was moved to Policy DFA; therefore, Policies DFB, DFD, and DFF were removed from the model manual. Headings were also added for clarity, and the policy title was updated to Revenues and Income to align with policy content. In addition, compliancy language was expanded (e.g., permitted and prohibited fundraisers) under the heading Student Activity Income to assist Districts.	
DFB (Deleted)	Revenues from School-Owned Real Estate	Language in Policy DFB was moved to Policy DFA under the heading School-Owned Real Estate; therefore, Policy DFB was removed from the model manual. Information under Student Activities Income was updated and Career and Technical Education was added to provide additional guidance. Legal References were also updated.	
DFD (Deleted)	Gate Receipts and Admissions	Language in Policy DFD was moved to Policy DFA under the heading Gate Receipts and Admissions; therefore, Policy DFD was removed from the model manual	
DFF (Deleted)	Income from School Sales and Services	Language in Policy DFF was moved to Policy DFA under the heading School Sales and Services; therefore, Policy DFF was removed from the model manual.	
DG	Banking Services	Language in Policy DGA was moved to Policy DG; therefore, Policy DGA was removed from the model manual. Headings were also added for clarity, and the policy title was updated to Banking Services and Authorized Signatures to align with policy content.	
DGA (Deleted)	Authorized Signatures	Language in Policy DGA was moved to Policy DG under the heading Authorized Signatures; therefore, Policy DGA was removed from the model manual.	

DGD	Credit Cards	Policy DGD included a minor reorganization (the Definition portion of the policy was relocated to the top of the document).	
DI	Fiscal Accounting and Reporting	Language in Policy DIA was moved to Policy DI; therefore, Policy DIA was removed from the model manual. Headings were also added for clarity.	
DIA (Deleted)	Accounting System	Language in Policy DIA was moved to Policy DI under the heading Accounting System; therefore, Policy DIA was removed from the model manual.	
DIB	Types of Funds/Revolving Funds	Policy DIB includes a title change only: Revolving and Auxiliary Funds.	
DIC	Financial Reports and Statements	Headings were added for clarity	
DICA (Deleted)	Budget format	Language in Policy DICA was moved to Policy DB under the heading Format and the first paragraph under the heading Posting and Submission; therefore, Policy DICA was removed from the model manual.	
DID DID-R	Inventories	The Stewardship List in Policy DID was updated to align with language in the Uniform System of Financial Records, and information regarding Equipment Inventory and Supplies inventory lists were included for additional guidance. Headings were added to Regulation DID-R, and the following sentence was moved to the first paragraph: "The copy of the complete inventory shall be on file in the office of the business manager" for clarity.	
DIE DIE-R	Audits/Financial Monitoring	Headings were added to the Policy DIE and Regulation for DIE-R clarity. In addition, Section A was updated to \$700,000 and Section B was updated to \$750,000 to align with the USFR and Auditor General.	

DJ	Purchasing	To provide additional clarity, Policy DJ includes the following minor edits: headings were added, additional Legal References were provided, title was updated to Purchasing Ethics, subtitle was removed, and one sentence was revised under the heading Definitions.	
DJE DJE-R	Bidding/Purchasing Procedures	Information in Policy DJE and Regulation DJE-R was reorganized and headings were added for efficiency and clarity. In addition, “veteran-owned businesses” was added to Policy DJE to align with language in 2 C.F.R. 200.321, and Purchases from District Employees and Purchases from District Board Members were added under the heading Purchasing for additional guidance as provided per USFR. Regulation DJER includes updated A.A.C. references and additional guidance as provided per USFR.	
DJG DJG-R	Vendor/Contractor Relations	Language in Policy DJGA was moved to Policy DJG; therefore, Policy DJGA was removed from the model manual. In addition, the policy and regulation titles were updated to Vendor/Contractor and Sales Calls Requirements to align with content. In Regulation DJG-R, a heading was added, and the first sentence was removed for clarity.	
DJGA (Deleted) DJGA-R (Deleted)	Sales Calls and Demonstrations	Language from Policy DJGA was moved to Policy DJG under the heading Sales Calls and Demonstrations Requirements; therefore, Policy DJGA was removed from the model manual. Regulation DJGA-R was removed from the model manual as this information is addressed in Policy DJG.	
DK DK-EA DK-EB (New)	Payment Procedures/Schedules Payment and Payroll Procedures	Language in Policy DKA was moved to Policy DK; therefore, Policy DKA was removed from the model manual (minor edits were made to original language for clarity). Headings were also added, and the titles for the policy and exhibits were updated to Payment and Payroll Procedures to align with content. In addition, Exhibit DK-E was recodified as DK-EA, and Exhibit DKA-E was recodified as DK-EB.	
DKA (Deleted) DKA-E (Deleted)	Payroll Procedures/Schedules	Language in Policy DKA was moved to Policy DK under the heading Payment and Payroll Procedures; therefore, Policy DKA was removed from the model manual. Exhibit DKA-E was recodified as DK-EB; therefore, DKA-E was removed from the model manual.	
DN	School Properties Disposition	Information pertaining to Competitive Sealed Bidding was removed from Policy DN as this information is provided in Policy DJE and its accompanying Regulation DJE-R.	

BAA-EB ©

EXHIBIT

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

**ANNUAL SELF-APPRAISAL OF
THE GOVERNING BOARD**

(Districts may choose either BAA-EA or BAA-EB)

The Arizona School Boards Association (ASBA) Board Self-Evaluation focuses on the following five (5) pillars (Standards) of Board Governance:

- A. Conduct and Ethics: Provide responsible Board governance.
- B. Vision: Set and communicate high expectations for student learning with clear goals and plans for meeting those.
- C. Structure: Create conditions District-wide for student and staff success.
- D. Accountability: Hold School District accountable for meeting student learning expectations.
- E. Advocacy: Engage local community and represent the values and expectations they hold for their schools.

To request access to the "Electronic Survey/Board Self-Evaluation Tool," click here: <https://azsba.org/asba-board-self-evaluation-form/> and select **Contact Us** (under the dropdown menu for *Special Request* select ***Request Evaluation Form***).

Compare Policy Advisory "CA © ADMINISTRATION GOALS / PRIORITY OBJECTIVES" to Policy in Manual

 first

last 

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CA © ADMINISTRATION GOALS /- PRIORITY OBJECTIVES

The District administration is responsible, within the guidelines established by Board policy, for the direction and coordination of students and staff members in their efforts to reach educational goals adopted by the Board.

The Board expects the administration to specialize in:

- ~~the processes of decision~~A. **Decision**-making and communication;
- ~~planning~~B. **Planning**, organizing, implementing, and evaluating educational programs;
- ~~the demonstration of~~C. **Providing** educational leadership;
- ~~the development and maintenance of~~D. **Developing and maintaining** close working relationships and channels of communication ~~within the District~~ **within the District** and the community;
- ~~the minimization of misunderstandings; and~~
- ~~the development of cooperation toward attaining the~~E. **Supporting** educational goals adopted by the Board.

Adopted: ~~date of Manual adoption~~<-- **z2AdoptionDate** -->

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)

Compare Policy Advisory "CB © SUPERINTENDENT" to Policy in Manual

[first](#)[last](#)

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CB © SUPERINTENDENT

The Board ~~shall~~may employ a Superintendent, who ~~shall~~will enforce the statutes and rules of the state of Arizona and the federal government, and the policies of the Governing Board of the District.

The administration of the school system in all aspects is the responsibility of the Superintendent, whose functions shall be carried out in accordance with the policies of the Board.

The Superintendent may establish regulations for the administration of the District that are in compliance with applicable statutes or regulations of the Arizona Administrative Code and the policies of the Governing Board.—These regulations are binding on the employees of this District and students in the schools.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:
A.R.S.
[15-503](#)

Compare Policy Advisory "CBA © QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT" to Policy in Manual

 first

last 

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CBA © QUALIFICATIONS AND ~~DUTIES~~ DUTIES OF THE SUPERINTENDENT

(Performance Responsibilities)

Qualifications

The Superintendent shall have appropriate qualifications as determined by the Governing Board by action taken at a public meeting.-

The Superintendent shall ~~supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of Arizona, rules of the Arizona State Board of Education, and adopted policies of the Governing Board.~~ have a valid fingerprint card issued pursuant to A.R.S. [41-1758.03](#).

Duties

The Superintendent is the District's chief executive officer and the administrative head of all divisions and departments of the school system.— It is the Superintendent's duty to administer the policies of the Board and to provide leadership for the entire school system.— The Superintendent is the professional consultant to the Board and, in this capacity, makes recommendations to the Board for changes in Board policies and the educational program.

The Superintendent, [as chief administrative officer of the District, shall supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of Arizona, rules of the Arizona State Board of Education, and adopted policies of the Governing Board.](#)

[The Superintendent](#) provides the initiative and the technical guidance for the improvement of the total program of the school system.— The delegation of authority for the operation of the various functions of the school system is one of the Superintendent's duties.—The Superintendent is, however, responsible to the Board for all functions of the District, including [but not limited to](#) those listed below.

Education:

●—~~Administers~~ [A. Administers](#) the development, coordination, maintenance, and evaluation of ~~the educational program, including the special education program.~~ ●—~~Supervises all~~ [educational programs.](#)

[B. Supervises](#) methods of teaching, supervision, and administration in effect in the schools.

●—~~Keeps~~ [C. Keeps](#) informed of modern educational thought and practices by advanced study, by visiting school ~~systems elsewhere~~ [systems elsewhere](#), by attending

educational conferences, and by other appropriate means.

- ~~Keeps~~ **D. Keeps** the public informed about modern education practices, educational trends, and the policies, practices, ~~and~~ **and** problems in the District schools.

Management:

- ~~Ensures~~ **A. Ensures** that all activities of the District are conducted in accordance with the laws of the state of Arizona, ~~the regulations~~ **the regulations** of the Arizona Board of Education, and the policies of the Governing Board.
- ~~Assumes~~ **B. Assumes** responsibility for the overall financial planning of the District and for the preparation of the annual budget ~~;~~ **and submits** ~~submission~~ **of** it to the Board for review and approval.
- ~~Establishes~~ **C. Establishes** and maintains efficient procedures and effective controls for all expenditures of school funds ~~in accordance~~ **in accordance** with the adopted budget, subject to direction and approval of the Board.
- ~~Maintains or has maintained~~ **D. Maintains** adequate records for the schools, including, but not limited to:
 - ~~financial~~ **1. financial** accounts,
 - ~~business~~ **2. business** and property records, ■ ~~personnel~~ **3. personnel**,
 - ~~school~~ **4. school** population,
 - ~~student~~ **5. student** records including verifiable documentation of each student's residency in this state ~~in accordance~~ **in accordance** with guidelines and forms adopted by the Arizona Department of Education, and
 - ~~scholastic~~ **6. scholastic** records.
- ~~Provides~~ **E. Provides** suitable instructions and regulations to govern the maintenance of District properties.
- ~~Provides~~ **F. Provides** suitable instructions and regulations to govern the safety and transportation of students.
- ~~Assumes~~ **G. Assumes** responsibility for the use of buildings and grounds.
- ~~Recommends~~ **H. Recommends** the locations and sizes of new school sites and of additions to existing sites; the ~~locations and~~ **locations and** sizes of new buildings; the plans for new school buildings; all appropriations for sites and buildings; ~~and~~ **and** improvements, alterations, and changes in the buildings and equipment of the District.
- ~~Oversees~~ **I. Oversees** the processing and submission of required reports.
- ~~Interprets~~ **J. Interprets** the budget and finances to the community.
- ~~Remains~~ **K. Remains** current on new legislation and implements laws to the best advantage of the District.

~~Governing Board~~**Governing Board:**

- ~~Attends~~**A. Attends** and participates in all meetings of the Board and its committees, except when excused by the Board.
- ~~Takes~~**B. Takes** prompt action to implement all directives of the Board.
- ~~Advises~~**C. advises** the Board on the need for new and/or revised policies.
- ~~Provides~~**D. Provides** timely advice to the Board on the implication of changes in statutes or regulations ~~affecting education~~**affecting education**.
- ~~Informs~~**E. Informs** and advises the Board about programs, practices, and problems of the schools, and keeps the ~~Board informed~~**Board informed** of the activities operating under the Board's authority.
- ~~Prepares~~**F. Prepares** and submits to the Board recommendations relative to all matters requiring Board action, ~~placing before~~**placing before** the Board such facts, objective information, and reports as are needed to ensure the making ~~of informed~~**of informed** decisions.
- ~~Develops~~**G. Develops** and implements rules and regulations in keeping with Board policy.
- ~~Acts~~**H. Acts** as chief public relations agent for the District.
- ~~Acts~~**I. Acts** on own discretion if action is necessary in any matter not covered by Board policy, reports such action ~~to the~~**to the** Board as soon as practicable, and recommends policy guidance in the future.

Personnel:

- ~~Recommends~~**A. Recommends** to the Board the appointment or dismissal of all employees of the District.
- ~~Ensures~~**B. Ensures** that all employees are evaluated in accordance with the schedule established by the Board.
- ~~Determines~~**C. Determines** assignments, defines the duties, and coordinates and directs the work of all employees of ~~the District~~**the District**.
- ~~Recommends~~**D. Recommends** all promotions, demotions, and salary changes to the Board.
- ~~Communicates~~**E. Communicates** to all employees all actions of the Board relating to personnel matters, and receives ~~from employees~~**from employees** all communications to be made to the Board.

~~The Superintendent shall have a valid fingerprint card issued pursuant to A.R.S. 41-1758.03.~~

Adopted: ~~date of Manual adoption~~**<-- z2AdoptionDate -->**

LEGAL REF.:

A.R.S.

15-503

15-802

[38-201](#)
[41-1758](#)

[A.A.C.-](#)

[R7-2-603](#)

CROSS REF.:

[CBI](#) - Evaluation of Superintendent

Compare Policy Advisory "CBCA © DELEGATED AUTHORITY" to Policy in Manual

 first

last 

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CBCA © DELEGATED AUTHORITY

The Governing Board delegates to the Superintendent, among other powers, the authority to perform the following acts **without the need for prior Board approval**:

- ~~To A.~~ To give notice to teachers, pursuant to A.R.S. 15-536, of the Board's intention not to offer a teaching contract.
- ~~To B.~~ To give notice to teachers, pursuant to A.R.S. 15-538.01, of the Board's intention not to offer a ~~teaching contract~~ **teaching contract** and to dismiss the teacher.
- ~~To C.~~ To give notice to an administrator or certificated school psychologist, pursuant to A.R.S. 15-503, of ~~the Board~~ **the Board**'s intention not to offer a new contract.
- ~~To D.~~ To issue to teachers, pursuant to A.R.S. 15-536, 15-538, and 15-539, written preliminary notices **of inadequacy** of ~~inadequacy of~~ classroom performance, reporting such issuance to the Governing Board within ~~ten-ten~~ **(10)** school days.

~~Adopted: date of Manual adoption~~

E. To assign any employee to any position in the District for which the employee is qualified. Any reduction or increase in an employee's salary must have Governing Board approval.

F. To procure goods, services or construction in an amount not to exceed one hundred thousand dollars (\$100,000). All procurement shall comply with the State Board of Education procurement code (School Procurement Code and the Uniform System of Financial Accounting).

G. To close any or all schools, buildings, or other facilities as permitted by law.

H. To delegate to others any of the powers and duties specifically assigned to the Superintendent, unless otherwise specifically limited by statute or Board action. The Superintendent shall continue to be responsible to the Board for the satisfactory execution of the delegated power and duties.

Lines of authority shall be clearly outlined by the Superintendent by means of organization charts, job descriptions, and administrative regulations and directives.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

15-503

15-536

[15-538](#)

[15-538.01](#)

[15-539](#)

[15-341](#)

[15-806](#)

[A.A.C.](#)

[R7-2-1007](#)

Compare Policy Advisory "CBI © EVALUATION OF SUPERINTENDENT" to Policy in Manual

 first

last 

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CBI © EVALUATION OF SUPERINTENDENT

Executive Session

Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session unless the Superintendent requests that any such meeting be held in open session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board member fails to achieve consensus.

Evaluation Process

The Governing Board shall evaluate the Superintendent at least once each year.

Prior to the academic year, the Board and Superintendent will meet to agree on an evaluation instrument. The evaluation(s) shall relate to the Superintendent's duties, responsibilities, and progress toward established goals. ~~The~~ The Superintendent shall provide each member of the Board a copy of the ~~agreed upon~~ evaluation instrument not later than ~~November 10~~ September 1.-

The Board President shall schedule a meeting not later than ~~December 18~~ March 30, when the Board will devote an executive session to the evaluation of the Superintendent's performance, to discuss working relationships between the Superintendent and the Board, and to review the Superintendent's contract (with the Superintendent present). ~~If the Superintendent's contract is in its first year, this initial evaluation will not be a comprehensive evaluation, but will be used to allow the Board to communicate its perspective on the Superintendent's performance to date and to allow the Board and the Superintendent to communicate on performance matters. Additional first-year evaluations may be completed by the Board at the Board's discretion or upon invitation by the Superintendent; however, the first fully comprehensive evaluation will be that which occurs in November of the Superintendent's second year.~~

~~Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session unless the Superintendent requests that any such meeting be held in open session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board member fails to achieve consensus.~~

A copy of any written evaluation shall be given to the Superintendent. ~~If in disagreement with such evaluation, the Superintendent may respond in writing to the Governing Board.~~

The evaluation and any comments by the Superintendent shall become a part of the Superintendent's personnel file.

Contract Modifications

Upon the conclusion of the evaluation, the Governing Board may determine whether any changes in the compensation and benefits or contract term of the Superintendent are warranted, subject to the following:

If the Superintendent's contract with the School District is for multiple years, the School District shall not offer to extend or renegotiate the contract until no earlier than fifteen (15) months before the expiration of the contract.

If the Superintendent's contract with the School District is for a single year, on or before May 15 of each year the Board shall offer a contract for the next school year to the Superintendent unless, on or before April 15, the Board gives notice to the Superintendent of the Board's intention not to offer a new administrative contract; this contract may or may not be for the position of Superintendent.

~~The evaluation and any comments by the Superintendent shall become a part of the Superintendent's personnel file.~~

~~Adopted: date of Manual adoption~~

Acceptance of this contract must be in writing within thirty (30) days or the offer is revoked.

Exception: Override Election

If the Governing Board calls for an override election per A.R.S. [15-481](#), it shall offer a contract to certificated administrators on or before June 15 unless timely notice is given, per A.R.S. [15-503\(D\)](#), of the Governing Board's intent not to offer a new contract.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-341](#)

[15-503](#)

CROSS REF.:

[CBA](#) - Qualifications and Duties of the Superintendent

Compare Policy Advisory "CCB © LINE AND STAFF RELATIONS" to Policy in Manual

 firstlast 

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CCB © LINE AND STAFF RELATIONS

~~Unless otherwise specifically limited by statute or Board action, any of the powers and duties specifically assigned to the Superintendent may be delegated to others serving under the Superintendent. However, the Superintendent shall continue to be responsible to the Board for the satisfactory execution of the delegated power and duties.~~

~~Lines of authority shall be clearly outlined by the Superintendent by means of organization charts, job descriptions, and administrative regulations and directives.~~

~~Adopted: date of Manual adoption~~

Remove per PA 868 - April 2025 (Added to CBCA).

Compare Policy Advisory "CCB-R ©" to Policy in Manual



first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last



CCB-R ©

REGULATION

LINE AND STAFF RELATIONS

~~{School Administration}~~

~~The primary duty of a principal is to administer and supervise the instructional program. A principal, as the educational leader of the school, will administer and supervise the school in accordance with policies and administrative regulations of the District.~~

~~A principal will be directly responsible to and will report only to the Superintendent and will keep the Superintendent informed of the conditions and needs of the school. All duties, authority, and responsibilities of the principal will be delegated only by the Superintendent. These duties include, but are not limited to, the following:~~

- ~~A. A principal is responsible for the operation of the educational program of the school.~~
- ~~B. A principal is responsible for the supervision and evaluation of the building staff members.~~
- ~~C. A principal will maintain discipline on the part of personnel and students.~~
- ~~D. A principal will care for and protect the building, the equipment, the grounds, and other school property.~~
- ~~E. A principal will maintain school records and prepare reports.~~
- ~~F. A principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills.~~
- ~~G. A principal will be responsible for maintaining a close relationship with the community and should interpret the educational program to the citizens of the District.~~
- ~~H. A principal will, by advanced study, by visits to school systems in other areas, by attendance at educational conferences, and by other means remain well informed relative to modern educational thought and practice.~~

Remove per PA 868 - April 2025 (Added to CBCA).

Compare Policy Advisory "CFD © SCHOOL - BASED MANAGEMENT" to Policy in Manual

 first

last 

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CFD © SCHOOL - BASED MANAGEMENT (School Councils)

Establishment

A school council shall be established at each school. The Governing Board may delegate to a school council the responsibility to ~~develop~~ provide input for a curriculum and may delegate any additional powers that are reasonably necessary to accomplish decentralization.

~~The Board authorizes the establishment of a school council at each school site. The school council shall follow regulations promulgated by the Board. The authority extended to the school council(s) is to design curricular and instructional strategy/design models that promote the District mission/goals statement.~~

Exception for Small Districts. If a District has only one (1) school or fewer than six hundred (600) students, it is not required under Arizona statutes to have a program of school-based management as outlined in Arizona statutes, and the Governing Board elects not to have such a program.

Purpose

The school council shall provide input for the creation of curricular and instructional strategies/designs that meet the unique learning needs of the students served at each school.

~~A shared "vision" for curricular and instructional strategies/designs and the involvement of a variety of the members of the school and community who will be most affected by the results are essential.~~

~~Curricular and instructional strategies/designs that result from such shared decision making are limited only by the requirements that they be consistent with and fulfill the mission/goal statements, beliefs, and adopted Board policies of the District and comply with the laws and regulations of the state of Arizona and the United States.~~

This shared decision making shall not supersede Board/Superintendent decision-making responsibilities unless waived by the Board.

Membership

The school council at each school shall take into consideration the ethnic composition of the local community and ~~initially~~ shall be composed of:

- A. ~~Parents~~ Parents or guardians of students enrolled in the school who are not employed by the District in ~~the school~~ the school of proposed membership.

- B. ~~Teachers~~ Teachers.
- C. ~~Noncertificated~~ Noncertificated employees.
- D. ~~community~~ Community members.
- E. – Students if the school is a high school.
- F. ~~The~~ The principal of the school.

Selection

Initially, each of the above school council members shall be selected in the manner and by the procedure specified in A.R.S. [15-351](#).—The school council shall then adopt written guidelines that specify the number of school council members and the methods for the selection of school council members.—Thereafter, representatives shall be selected by their groups in the manner determined.-

There must be an equal number of teachers and parents of pupils enrolled in the school on the council, and they shall constitute a majority of the council members.-

The principal will serve as chairperson of the school council unless another person is elected by a majority of the school council members.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-351](#)

[15-352](#)

~~[15-353](#)~~

[43-1089.01](#)

A.G.O.

199-018

CROSS REF.:

[BDD](#) - Board-Superintendent Relationship

~~[GCB](#) - Line and Staff Relations~~ [CBCA](#) - Delegated Authority

Compare Policy Advisory "CFD-E ©" to Policy in Manual



first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last



CFD-E ©

EXHIBIT

SCHOOL - BASED MANAGEMENT

SCHOOL COUNCILS

~~Research has identified characteristics of effective schools. Such research makes it clear that the most influential unit of effective school change or improvement is the individual school demonstrating the following characteristics:~~

- ~~• Consensus on explicit instructional goals and beliefs (mission statement).~~
- ~~• District-level support for school improvement; Governing Board, administration, and staff commitment to current research and the District-adopted mission statement.~~
- ~~• Ongoing staff development and training.~~
- ~~• High level of parental involvement and support.~~
- ~~• Individual school autonomy and flexibility in the development of new curricular and instructional designs.~~
- ~~• Collaborative, collegial instructional planning.~~
- ~~• A focus on basic skills acquisition.~~
- ~~• An emphasis upon higher-order cognitive skills.~~
- ~~• Teacher responsibility for effective instructional and classroom management decisions and practices.~~
- ~~• Teacher/parent accountability and acceptance of responsibility for student performances.~~
- ~~• A safe, orderly, and disciplined school climate.~~
- ~~• Strong instructional leadership.~~
- ~~• Frequent monitoring of student progress.~~
- ~~• Measurable student performance outcomes.~~

Remove per PA 870 - April 2025

Compare Policy Advisory "CFD-R ©" to Policy in Manual



first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last



CFD-R ©

REGULATION

SCHOOL - BASED MANAGEMENT

(School Councils)

~~The District endorses shared decision-making contingent upon a school council fulfilling the following elements:~~

- ~~• Curricular and instructional implementation strategies/designs must fulfill the mission statement and adopted beliefs of the District.~~
- ~~• The school council should carefully follow the processes, including brainstorming, consensus-building, and pyramiding. This is "vision" creation, as opposed to a problem-solving process.~~
- ~~• The school council must fully analyze and explore current resources and assess options for reaching their vision of excellence.~~
- ~~• The school council, with approval by the principal, will, at scheduled intervals, monitor and evaluate implementation based on a written evaluation plan. The evaluation plan must include some demonstrably valid, quantifiable measures of progress.~~

~~Role and Responsibility of~~

Role and Responsibility of

the School Council

The council:

- ~~• Is~~**A. Is** advisory to the school administrative staff.
- ~~• Is~~**B. Is** a representative group that solicits input from parents, community, and staff members.
- ~~• Reviews~~**C. Reviews** literature and data.
- ~~• Makes~~**D. Makes** recommendations for school improvement.
- ~~• Monitors~~**E. Monitors** implementation structure for new instructional designs.
- ~~• Provides local leadership and representation in the school decision-making structure.~~

~~There may be a tendency for a school council to lose its understanding of extended ownership to groups affected by its decisions, and, in effect, become a new local bureaucracy. To avoid this result, employees must be aware and remind one another that the movement to shared decision making at the school level is not for the purpose of creating new, smaller bureaucracies to replace a larger bureaucracy, but, rather, a movement to involve~~

~~F. Promotes a shared decision-making model that involves~~ all constituencies in fulfilling the mission and

~~beliefs~~

goals of the District.

Proposal Outline

~~Shared decision-making proposals are for the purpose of creating new and effective curricular and instructional strategies/designs and increasing student learning. All proposals shall be submitted to the principal and shall, as nearly as possible, follow the outline identified below.~~

Shared decision making – curricular and/or instructional strategy/design plan process – proposal requirements:

- ~~● Documentation that the new curricular and instructional design was developed in conjunction with parents, students, teachers, and support personnel.~~
- ~~● Documentation of parent, student, teacher, and support staff support of the program.~~
- ~~● Proposal development:~~
 - ~~■ Needs assessment.~~
 - ~~■ Goals.~~
 - ~~■ Measurable performance objectives.~~
 - ~~■ Proposal implementation (activities):~~
 - ~~⇒ Staffing.~~
 - ~~⇒ Materials, supplies, equipment.~~
 - ~~⇒ Facilities.~~
 - ~~⇒ Staff training.~~
 - ~~⇒ Support services.~~
 - ~~■ Time line (calendar of events).~~
 - ~~■ Evaluation design.~~
 - ~~■ Budget.~~
- ~~● Statement(s) of assurances that the proposal is:~~
 - ~~■ To increase the efficiency and effectiveness of the school.~~

~~■ To increase academic achievement for "all" students:~~

- ~~● Provision of a dissemination plan.~~
- ~~● Provision of a monitoring plan.~~

~~Conflict Resolution~~

~~If a school council's curricular and/or instructional strategy/design plan conflicts with an existing Board-approved program or policy, the following steps can be taken:~~

- ~~● The school council shall attempt to design an alternative plan that arrives at the same intended outcomes without violation or conflict with the Board-approved program or policy.~~
- ~~● If this cannot be accomplished, the school council may request a waiver for a strategy/design plan that conflicts with existing Board-approved programs or policies.~~
- ~~● If a plan requires waivers, it must be approved by the principal and brought to the Superintendent for approval and possible submission to the Board.~~
- ~~● Waivers may be granted for temporary and specific periods of time and will be evaluated in light of the plan's ability to better implement the mission statement and adopted beliefs of the District.~~

~~Requests for~~

~~G. Provides local leadership and representation in the school decision-making structure.~~

Additional Authority

~~Additional responsibilities and authority may be delegated to a school council if deemed necessary by the Board. The school council may request additional authority to accomplish delegated responsibilities by submitting a written proposal to the Superintendent, which must contain the elements identified below:~~

- ~~● The principal's statement of support.~~
- ~~● Motion of the council to request additional authority and vote count.~~
- ~~● Specific authority requested and reason for request, analyzing how the request will improve the program for all children.~~
- ~~● Possible impact of additional authority on personnel use and cost of programs to be improved.~~
- ~~● Suggested date of termination of authority unless reapproved by the Governing Board.~~

Compare Policy Advisory "CHD © ADMINISTRATION IN THE ABSENCE OF POLICY" to Policy in Manual

[first](#)[last](#)

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CHD © ADMINISTRATION IN ~~THE~~ **THE** ABSENCE OF POLICY

The Superintendent shall have the authority to implement action if a situation should develop that is not covered by established Board policy. ~~It is the Superintendent's duty to inform the Board of any such action and of the need to develop an official policy.~~

Adopted: ~~date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.:~~

~~15-321~~

<-- z2AdoptionDate -->

Compare Policy Advisory "CK © ADMINISTRATIVE CONSULTANTS" to Policy in Manual

 firstlast 

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CK © ADMINISTRATIVE CONSULTANTS

Professional consultants from the Arizona School Boards Association, the Arizona Department of Education, universities, and colleges, as well as other resource persons, may be used when ~~such services~~ such services will be helpful in the improvement of the ~~instructional program.~~ curricula, physical plant and other requirements of the District. All consultants shall be approved by the Superintendent prior to the invitation and arrangement for such visitation.

Adopted: ~~date of Manual adoption~~ <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-343](#)

Compare Policy Advisory "CM © SCHOOL DISTRICT ANNUAL REPORT" to Policy in Manual

 first

last 

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

CM © SCHOOL DISTRICT ANNUAL REPORT

Districts are responsible for filing several annual reports including but not limited to the ones listed below.

Academic Annual Report

The Board shall make an annual report to the County School Superintendent on or before October 1 each year in the manner and form and on the forms prescribed by the Superintendent of Public Instruction or County School Superintendent.—The Board shall also make reports directly to the County School Superintendent or the Superintendent of Public Instruction whenever required.

If the District has been assigned a letter grade of A pursuant to A.R.S. 15-241 during at least two (2) out of the last three (3) consecutive years and has not been assigned a letter grade of C, D, or F during the same three (3) years the District may receive exemptions from statutes and rules prescribed in statute.—Should the District believe it qualifies for an exemption the District may submit a request for exemption to the Arizona State Board of Education.—The State Board of Education shall review and may approve the exemption submitted by the District.—The State Board of Education will not approve exemptions that directly apply to specific areas as noted in A.R.S. 15-215. **Guaranteed Energy Cost Saving**

~~Contract Annual Reports~~

Financial Annual Report

~~The District shall report to the School Facilities Board annually, not later than October 15, actual energy and cost savings pursuant to a guaranteed energy cost savings contract.~~

~~The District shall also report for any guaranteed energy cost savings contract to the Department of Commerce Energy Office and the School Facilities Board:~~

- ~~● The name of the project~~
- ~~● The qualified provider~~
- ~~● The total cost of the project~~
- ~~● The expected energy and cost savings~~

~~The District shall retain savings achieved by a guaranteed energy cost saving contract, which may be used to pay for contract and project implementation.~~

~~Adopted: date of Manual adoption~~

Governing Board shall publish an annual financial report for the prior fiscal year by November 15 of each year, using the format prescribed by the Auditor General per A.R.S. [15-904](#). This financial report shall be prepared and distributed by the District by October 15, including to the Country School Superintendent. On or before October 15 the Governing Board shall submit the annual financial report for the previous fiscal year to the Arizona Department of Education (ADE).

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-213.01](#)

[15-215](#)

[15-341](#)

[15-904](#)

CROSS REF.:

[DBF](#) - Budget Hearings and Reviews/Adoption Process

[DIC](#) - Financial Reports and Statements

Compare Policy Advisory "IJNDB © USE OF TECHNOLOGY RESOURCES IN INSTRUCTION" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

IJNDB © USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Appropriate use of Electronic Information Services

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

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

Inappropriate Use of Electronic

Information Services

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

It is the policy of the Board to:

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

~~GD~~. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and

~~DE~~. comply with the Children's Internet Protection Act [P.L. No. 106-554 and 47 U.S.C. 254(h)] and A.R.S. [15-120.05](#).

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

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

Generative Artificial Intelligence Programs

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

Filtering and Internet Safety

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

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

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

Education, Supervision and Monitoring

It shall be the responsibility of all District employees to be knowledgeable of the Board's policies and administrative guidelines and procedures. Further, it shall be the responsibility of

all employees, to the extent prudent to an individual's assignment to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, ~~and~~ the Protecting Children in the 21st Century Act, ~~and~~ A.R.S. [15-120.05](#).

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

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

Wireless Communication Devices

[Districts shall limit student use of wireless communication devices during the school day except if any of the following apply:](#)

- [A. for educational purposes, as directed by the student's teacher.](#)
- [B. during an emergency.](#)
- [C. The student needs the student's wireless communication device because the student has a medical condition.](#)

[Procedures shall include guidelines for a student's parent to contact the student during the school day and for a student to contact the student's parent during the school day.](#)

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

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

~~Parent Notification~~

~~Parents~~

Notification

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

Parents will also be notified of their ability to prohibit the student from the use of technology and the Internet while at school in which covered information may be shared with an operator

pursuant to A.R.S. [15-1046](#). This does not apply to software or technology that is used for the daily operations or administration of a local education agency or Arizona Online instruction programs authorized pursuant to A.R.S. [15-808](#).

Definitions:

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

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[13-2316](#)

[13-3506.01](#)

[13-3509](#)

[15-120.05](#)

[15-341](#)

[15-808](#)

[15-1046](#)

[34-501](#)

[34-502](#)

20 U.S.C. 1232g, the Family Educational Rights and Privacy Act

20 U.S.C. 1232h, the Protection of Pupil Rights Amendment

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

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

20 U.S.C. 9134, The Children's Internet Protection Act

47 U.S.C. 254, Communications Act of 1934 (The Children's Internet Protection Act)

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

Compare Policy Advisory "IJNDB-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

IJNDB-~~R~~-R ©

REGULATION

USE OF TECHNOLOGY ~~RESOURCES~~ RESOURCES IN INSTRUCTION

(Safety and use of Electronic Information Services)

~~Acceptable~~ Use of the electronic information services (EIS) requires that the use of ~~technology~~ the resources ~~means technology must be used in a responsible, efficient, ethical, and legal manner and in accordance with the policies and educational goals of the District. This regulation is designed to guide employees or users who acquire access privilege through association with the District in the acceptable use of computer systems, networks, and other technology resources in following~~ guidelines and support the education, research, and educational goals of the District. Filtering, monitoring, and access controls shall be established to:

● ~~Limit~~ A. Limit access by minors to inappropriate matter on the Internet and World Wide Web. ● ~~Monitor the~~

B. Limit the use of wireless communication devices by students during the school day.

C. Monitor the safety and security of minors when using electronic mail, chat rooms, and other forms of ~~direct electronic~~ direct electronic communications ~~(e.g., wikis, blogs, on-line collaborative learning sites).~~ ● Monitor

D. Monitor for unauthorized access, including so-called "hacking," and other unlawful activities by minors online.

● ~~Restrict~~ E. Restrict access by minors to materials harmful to minors.

Content Filtering

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

Education, Supervision, and Monitoring

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

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

Access Control

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

~~Employees leaving the District shall discontinue use of District technology upon termination of employment. Access to District EIS will be removed.~~

Web Publishing

~~School faculty and staff are encouraged to create electronic home pages or other pages that seek to carry out official business and communication of the District's mission. All such pages must be accessible from an official school website within the District, and comply with the policies of the District, including all relevant federal and state laws. All material must be authorized by the principal or a designee.~~

Student E-mail Accounts

~~The District may create e-mail accounts for students, with an alias to allow for collaborative sharing between students and their teachers. These accounts will be used at school for school-related projects, but may also be used by students outside of school with their parents' permission.~~

~~No student will be assigned an e-mail account without parent or guardian approval. The e-mail naming convention will be an alias with student identification (ID), and Osborn School District (OSD) site domain. Student State ID numbers will not be used. District-provided e-mail can only be sent and received between students and teachers within OSD even if the e-mail system is online or is webhosted. This account will be considered the student's official OSD e-mail address until such time as the student is no longer enrolled in Osborn School District. Student e-mail accounts may or may not be issued to all grade levels.~~

Prohibited Conduct

Student e-mail may not be used in the following ways:

- ~~Unlawful activities.~~
- ~~Commercial purposes.~~
- ~~Personal financial gain.~~
- ~~False identity in e-mail communications.~~

- ~~Misrepresentation of Osborn School District.~~
- ~~Interference with District technology operations through:~~
 - ~~Electronic chain letters.~~
 - ~~Unsolicited electronic communications.~~
 - ~~Disruption of electronic communications.~~

~~Access to and use of student e-mail is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of student e-mail when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and adjudication.~~

~~Social Media~~

~~Osborn School District (OSD) recognizes that access to new learning technologies gives students and teachers greater opportunities to learn, engage, communicate, and develop skills needed for work, life, and citizenship. The District is committed to developing 21st Century technology and communication skills, including the use of "social media" (e.g., blogs, wikis, discussion forums, Facebook, Twitter, Flickr, YouTube) through which people connect and share information. Use of social media, however, requires a high level of responsibility and accountability. With this in mind, the District has developed the following to provide direction to employees and students when participating in web-based social media activities.~~

~~In this regulation, the term "school-related social media" means use of a District-approved social media site through the District's electronic information services (EIS). The term "personal social media" means all other use of social media, including an individual's own private and or commercial use of social media, not connected to the District's EIS. The term "communication" includes words, pictures, drawings and videos.~~

~~Use of Personal Social Media by District Employees:~~

- ~~District employees are required to maintain a professional relationship with students. To maintain this professional relationship, do not "friend" or accept personal Facebook, Twitter or other third-party social media requests from students. Redirect students to school-related social media sites approved by the District.~~
- ~~The only exception to the rule above is that you may use personal social media to communicate with a student who is a relative or a close family friend, provided that 1) the parent/guardian of the student has indicated in writing that he or she is aware that you are communicating by personal social media with the student; 2) the content on your personal social media site is appropriate; and 3) you inform your school site administrator that you are communicating with the student by means of personal social media. (For example, if the conditions of this paragraph are satisfied, it may be appropriate for a teacher who is also a student's aunt to "friend" the student on the teacher's personal Facebook page.)~~
- ~~Do not communicate in a manner that is unprofessional and would 1) disclose confidential or private information; 2) cause harm to students, parents, employees, or other members of the school community; or 3) significantly and adversely impact your work-related reputation and disrupt school operation. These restrictions shall not be interpreted to prohibit any communication on a matter of public concern when the~~

~~employee's interest in engaging in the communication outweighs the District's interest in managing its work force effectively.~~

~~● Do not expect personal social media communications that you have marked as "private" to remain private. It is not uncommon to have information in a personal "private" social media site to be disclosed to the District by a person within the personal "private" group, and the District may investigate the information further.~~

Use of School-Related Social Media by District Employees:

~~● Ensure that communications with other employees, individual students, parents, and other members of the school community are always professional in content and tone.~~

~~● Intervene to stop disrespectful, defamatory, discriminating, harassing, intimidating, bullying, vulgar and/or obscene behavior.~~

~~● Do not disclose confidential or private information about students, employees, parents, or other members of the school community.~~

~~● Use only social media sites approved by the District. Sites are approved based on their educational content. All social media communications using District EIS may be monitored by the District.~~

~~● Ensure that communications with students are academic in nature and relate to school topics. Avoid discussion of personal topics with students.~~

~~● Ensure that your profile and related social media site are professional and consistent with how you wish to present yourself to other employees, parents, and students. Your profile should also be consistent with the mission of the District.~~

~~● Follow writing conventions, including proper grammar, capitalization, and punctuation.~~

~~● Use your real name and always identify yourself as an employee of the District.~~

~~● *Accept responsibility.* Be the first to acknowledge your own mistakes. Admit and correct errors quickly, confirm receipt of updated or revised posts, and respond promptly to concerns about misinformation.~~

~~● Do not share the District's proprietary content and information (e.g., District assessments, curriculum, etc.). Comply with copyright laws when using the creative works of others.~~

~~● Limit exposure of students and families to advertising.~~

~~● Follow the law, Board policies, and District regulations. Read and follow the "Terms of Use" of service providers and, for teachers, ensure that your students do the same.~~

~~● Stay informed and cautious about the emergence of new problems in the use of social media.~~

~~● Report questionable conduct, contact, or content to a school site administrator.~~

Use of Social Media by Students

~~You are responsible for your own behavior when using social media and will be held accountable for your statements and postings. *Use good judgment.*~~

● ~~For school-related social media:~~ Your school-related social media communication can be considered inappropriate if it violates existing behavior standards in the District's Student Handbook regardless of whether the communication occurs on or off school property. If your communication would be considered inappropriate inside the classroom or at school, then it is also inappropriate on a school-related social media site.

● ~~For personal social media:~~ Your personal social media communication can be considered inappropriate if it is reasonably likely to have, or does have a negative impact on the school environment and the communication:

- ~~promotes illegal drugs, illegal activities, violence, or drinking;~~
- ~~involves prohibited discrimination, defamation, harassment, intimidation, threats or bullying;~~
- ~~is obscene or vulgar; or~~
- ~~disrupts a classroom, the school, or a District activity.~~

● ~~You should state/post only what you want the world to see. Imagine your parents, teachers, and administrators visiting your social media sites. Once you share something, you should assume that it will be available for everyone to see, even if you only share the information on a personal "private" site. Also, remember that even after you remove something from a social media site, it may already have been copied or printed by others and may remain on the Internet permanently.~~

● ~~When you use school-related social media you:~~

- ~~Use social media for school-related purposes only. Avoid discussion of personal topics.~~
- ~~Express opinions respectfully and treat others with dignity and respect.~~
- ~~Follow writing conventions, including proper grammar, capitalization, and punctuation.~~
- ~~Be open and honest. Use your real name (and OSD alias). Do not misrepresent yourself by using someone else's identity.~~
- ~~Accept responsibility. Be the first to acknowledge your own mistakes. Admit and correct errors quickly, confirm receipt of undated or revised posts, and respond promptly to concerns and misinformation.~~
- ~~Comply with copyright laws when using the creative works of others.~~
- ~~Follow the "Terms of Use" of any third-party social media provider.~~
- ~~Report questionable conduct, contact, or content to a teacher, administrator and/or parent.~~

Acceptable Use

Each user of the EIS shall:

● ~~Use A.~~ Use the EIS to support personal educational objectives consistent with the educational goals and ~~objectives of the~~ objectives of the School District.

- ~~Agree~~-B. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, ~~sexually~~ sexually oriented, threatening, racially offensive, or illegal material.
- ~~Abide~~-C. Abide by all copyright and trademark laws and regulations.
- ~~Not~~-D. Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized ~~to do so~~ to do so by designated school authorities.
- ~~Understand~~-E. Understand that electronic mail or direct electronic communication is not private and may be read ~~and monitored~~ and monitored by school employed persons.
- ~~Not~~-F. Not use the network in any way that would disrupt the use of the network by others.

■ ~~Not~~

G. Not use the EIS for commercial purposes.

■ ~~Follow~~

H. Follow the District's code of conduct.

■

I. Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.

■ ~~Not use any device to record, transmit, or post photos or a video of a person without their knowledge and consent.~~

● ~~Adhere to all District policies related to technologies, including but not limited to, the use of District technology, copyright and trademark laws, student rights, parent rights, the Family Educational Rights and Privacy Act (FERPA), staff ethics, mandatory reporting requirements, and staff-student relations.~~

● ~~Understand~~-J. Understand that inappropriate use may result in cancellation of permission to use the electronic ~~information services~~ information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

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

- ~~Maintain~~-A. Maintain supervision of students using the EIS.
- ~~Agree~~-B. Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- ~~Take responsibility for the content of their posting on any form of technology through any form of communication.~~
- ~~Take~~-C. Take responsibility for assigned personal and District accounts, including password protection.
- ~~Take~~-D. Take all responsible precautions, including password maintenance and file and directory protection measures, ~~to~~ to prevent the use of personal and District accounts and files by unauthorized persons.

~~Violation of the guidelines above will result in staff and/or student discipline in accordance with state law, Board policies and regulations, the District Code of Conduct, and school handbooks. Nothing in Policy IJNDB or this regulation prohibits District staff and students from appropriate use of educational websites and/or use of social networking websites for curricular, co-curricular, or extracurricular~~

E. Pursuant to A.R.S. [15-120.05](#), teachers may grant access to social media networks for educational purposes.

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

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

Wireless Communication

Device Guidelines

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

Acceptable Use

Students may use wireless communication devices:

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

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

Compare Policy Advisory "IHA © BASIC INSTRUCTIONAL PROGRAM" to Policy in Manual

 firstlast 

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

IHA © BASIC INSTRUCTIONAL PROGRAM

The various instructional programs will be developed to maintain a balanced, integrated, and sequential curriculum that will serve the educational needs of all school-aged children in the District. The curriculum will be broad in scope and provide for a wide range in rate, readiness, and potential for learning.

The instructional program shall reflect the importance of language acquisition/reading-skill development as the basic element in each student's education. The first priority of the instructional program will be language acquisition through a planned sequence of reading skills and language experiences beginning in the kindergarten program. The improvement of specific reading skills of students should be continuous throughout their education. Each school educating students in kindergarten and grades one (1) through three (3) shall have a reading program as required by A.R.S. [15-704](#) and applicable State Board of Education rules.

The second priority of the instructional program will be mastery of the fundamentals of mathematics, beginning in the kindergarten program.

The instructional program will ensure that on or before July 1, 2022, at least one (1) kindergarten through third (K-3) grade teacher, literacy coach or literacy specialist in each school has received training related to dyslexia that complies with the requirements prescribed in A.R.S. [15-219](#) and A.R.S. [15-501.01](#) which includes enabling teachers to understand and recognize dyslexia and to implement structured literacy instruction that is systematic, explicit, multisensory and evidence-based to meet the educational needs of students with dyslexia.

Attention to the above-listed priorities shall not result in neglect of other areas of the curriculum.

Minimum Course of Study for Students in the Common Schools

Students shall demonstrate competency as defined by the State Board-adopted academic standards, at the grade levels specified, in the following required subject areas:

- A. English language arts (ELA);
- B. Mathematics;
- C. Social studies; including:
 - 1. Civics; and
 - 2. Instruction on the Holocaust and other genocides for at least three (3) class periods, or the equivalent, on at least two (2) separate occasions during any of grades seven through twelve (7-12).

3. Instruction in the Constitutions of the United States and Arizona, American institutions and ideals and in the history of Arizona, including the history of Native Americans in Arizona for a total of one (1) year during kindergarten (K) through eighth (8th) grades.

D. Science;

E. Two (2) or more of the following:

1. Visual Arts
2. Dance
3. Theatre
4. Music
5. Media Arts

F. Health/Physical education, including mental health. Mental health instruction may be included as part of other subject areas and shall comply with A.R.S. § [15-701.03](#).

Minimum Course of Study for Graduation from High School

See Policy IKF.

Observance Days

September 11, in each year shall be observed as 9/11 Education Day. On 9/11 Education Day, each public ~~school shall dedicate a portion of the school day to age-appropriate education~~ [school that provides instruction to students in any of grades seven \(7\) through twelve \(12\)](#) shall provide age-appropriate instruction to students in each of grades seven (7) through (12) [twelve](#) on the terrorist attacks of September 11, 2001.

September 25, in each year, shall be observed as Sandra Day O'Connor Civics Celebration Day. On Sandra Day O'Connor Civics Celebration Day, each public school in this state shall dedicate the majority of the school day to civics education.

If Sandra Day O'Connor Civics Celebration Day or 9/11 Education Day falls on a Saturday, Sunday or other day when a public school is not in session, the preceding or following school day shall be observed in the public school as the holiday.

The Superintendent is directed to emphasize the use of the resources developed by the State Board of Education relating to civics education which align with the academic standards in social studies pursuant to A.R.S. [15-701](#) and [15-701.01](#).

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[1-319](#)

[1-321](#)

[15-203](#)

[15-211](#)

[15-219](#)

[15-341](#)

[15-501.01](#)

[15-701](#)

[15-701.01](#)

[15-701.03](#)

[15-704](#)

[15-710](#)

[15-710.02](#)

[15-741.01](#)

[15-802](#)

A.A.C.

[R7-2-301](#) *et seq.*

CROSS REF.:

[IJNDB](#) - Use of Technology Resources in Instruction

[IKE](#) - Graduation Requirements

Compare Policy Advisory "JLF © REPORTING CHILD ABUSE / CHILD PROTECTION" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

JLF © REPORTING CHILD ABUSE / CHILD PROTECTION

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

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

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

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

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

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

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

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

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

Pursuant to A.R.S. [13-3620](#), such reports shall contain, if known:

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

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

Interviewing Requirements

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

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

Reporting Not Required

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

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

Failure to Report

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

Any certificated person or Governing Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in

conduct involving minors that would be subject to the reporting requirements of A.R.S. [13-3620](#) shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

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

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

Posting Requirements

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

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

Definitions

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

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

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

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[1-215](#)

[8-201](#)

[13-1404](#) et seq.

[13-1410](#)

[13-3019](#)

[13-3212](#)

[13-3506](#)
[13-3506.01](#)
[13-3552](#)
[13-3553](#)
[13-3608](#)
[13-3619](#)
[13-3620](#)
[13-3623](#)
[15-154](#)

[15-160.01](#)
[15-514](#)
[46-451](#)
[46-454](#)

CROSS REF.:

[GBEB](#) - Staff Conduct

[GBEBB](#) - Staff Conduct With Students

[JKA](#) - Corporal Punishment

Compare Policy Advisory "JLIF © SEX OFFENDER NOTIFICATION" to Policy in Manual

 first

last 

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

JLIF © SEX OFFENDER NOTIFICATION

(Sex Offender and Dangerous Juvenile Offender Notification and Protective Measures)

Arizona statutes require law enforcement agencies to provide notification to the District regarding certain registered sex offenders and require courts to notify the District regarding juveniles adjudicated delinquent for "dangerous offenses" or certain sex offenses.

A. Arizona Revised Statutes (A.R.S.) [13-3825](#) and [13-3826](#) require the local law enforcement agency to notify the community, including area schools, of the presence of a registered sex offender in the community when the offender has been determined by the agency to be a "level one" offender who has been convicted of a dangerous crime against children as defined in Section 13-705, a "level two" offender (medium risk) or a "level three" (high risk) offender. The child's school must be notified if the offender has legal custody of a child.

B. A.R.S. [8-350](#) directs the court to notify the District when a student attending a school in the District has been adjudicated delinquent for or convicted of and placed on probation for a dangerous offense or sexual conduct with a minor, sexual assault, molestation of a child, or continual sexual abuse of a child. *Dangerous offense* is defined in [8-350](#) as "an offense involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument or the intentional or knowing infliction of serious physical injury on another person."

C. A.R.S. [13-3821](#) permits a juvenile court to require a juvenile who has been adjudicated delinquent for certain sex offenses to register as a sex offender until the person reaches the age of twenty-five (25), and A.R.S. [13-3825](#) permits a juvenile court to further require such juvenile registered sex offender to be subject to the state's community notification requirements.

It is the Governing Board's desire to create and maintain a safe environment for the District's students and staff members. Therefore, the Superintendent is directed to develop procedures to disseminate the information received from the local law enforcement agency regarding adult and juvenile registered sex offenders present in the District and to provide teachers, parents, guardians, or custodians, upon request, information received from a court pursuant to A.R.S. [8-350](#) concerning a juvenile who has been adjudicated for or convicted of a dangerous offense or a specified sex offense.

District Procedures

Procedures within the District shall encompass, but not necessarily be limited to:

A. Measures to disseminate information received from the local law enforcement agency to staff members, parents, guardians, or custodians when the District has been notified that a registered offender has moved into the community. When in the judgment of the Superintendent it is determined to be appropriate, the measures will include disseminating the information to students.

B. Measures to provide to teachers, parents, guardians, or custodians, upon request, information received by the District under A.R.S. [8-350](#), regarding juveniles adjudicated delinquent of "dangerous offenses" or sex offenses.

=====

Optional language: The following elements are available for inclusion at the District's discretion.

C. District restrictions on and requirements of registered sex offenders.

D. Assessment, enrollment, placement, and oversight of students about whom an A.R.S. [8-350](#) notification has been received.

E. Student instruction in protective measures.

F. Prohibitions against harassment of individuals or acts of vigilantism based upon information received by the District.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[8-208](#)

[8-321](#)

[8-350](#)

[8-371](#)

[13-1405](#)

[13-1406](#)

[13-1410](#)

[13-1417](#)

[13-3821](#)

[13-3825](#)

[13-3826](#)

20 U.S.C. 1232g(b)(7)

42 U.S.C. 14071(d)

CROSS REF.:

[DJE](#) - Bidding/Purchasing Procedures

[EB](#) - Environmental and Safety Program

[GCF](#) - Professional Staff Hiring

[GDF](#) - Support Staff Hiring

[IJNDB](#) - Use of Technology Resources in Instruction

[JA](#) - Student Policies Goals/Priority Objectives

[JE](#) - Student Admissions

[JLI](#) - Student Safety

[JLF](#) - Reporting Child Abuse/Child Protection

[JR](#) - Student Records

Compare Policy Advisory "JR © STUDENT RECORDS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

JR © STUDENT RECORDS

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

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

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

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

The Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

Telephone number: (202) 260-3887

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

Confidentiality

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

Annual Notification

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

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

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

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

Directory Information:

A. Except as provided in subsection B of A.R.S. [15-142](#), a school may *only* disclose directory information relating to students, in accordance with state and federal law, if the school first notifies the parent or eligible student of all of the following:

1. The types of information that the school has designated as directory information.
2. The right of the parent or eligible student to refuse the school's designation of any or all of the types of information about the student as directory information.
3. The period of time within which a parent or eligible student must notify the school in writing that the parent or eligible student does not want any or all of the types of information about the student designated as directory information.

B. Except as required by state or federal law, a school may not disclose the address, telephone number or e-mail address of a student unless either:

1. The parent or eligible student has affirmatively consented in writing to the disclosure; or
2. The parent or eligible student has not opted out of the disclosure pursuant to subsection A of A.R.S. [15-142](#) and the disclosure is either:
 - a. To one (1) or more students who are enrolled in the school and for educational purposes; or
 - b. To school employees and for school business purposes.

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

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

~~Adopted: June 20, 2017~~

Definition

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

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:-

A.R.S.-

[15-141](#)

[15-142](#)

[15-828](#)

[15-829](#)

[25-403.06](#)

[44-1373](#)

10 U.S.C. 503

20 U.S.C. 1232

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

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

20 U.S.C. 7908

34 C.F.R. 300

CROSS REF.:-

[IHB](#) - Special Instructional Programs

[JF](#) - Student Admissions

[JFAB](#) - Admission of Nonresident Students

[JLH](#) - Missing Students

[JRCA](#) - Request for Transfer of Records

Compare Policy Advisory "JR-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

JR-R ©

REGULATION

STUDENT RECORDS

This

~~procedure~~

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

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

All rights and protections given parents under the FERPA and this

~~procedure~~

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

Definitions

For the purpose of

~~the procedure~~

this regulation, the District has used the following definitions of terms:

A.

~~Student~~

Student - Any person who attends or has attended a program of instruction sponsored by the District and for whom the District maintains education records.

B. *Eligible*

~~student~~

student - A student who

~~has reached age~~

is at least eighteen (18) years of age or is

~~attending a postsecondary school~~

emancipated.

C.

~~Parent~~

Parent - Either the natural parent of a student, unless the parent's rights under the FERPA have been removed by a court order, statute, or other legal document, or a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian. The District may presume that the parent has the authority to inspect and review education records relating to his or her child unless the District has been advised that the parent does not have authority under applicable law.

D. *Education*

~~records-~~

records - Any information directly related to a student recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm or microfiche, that is maintained by the District, an employee of the District, or any agent of the District except:

1. Personal records kept by an employee of the District that meets the following tests:
 - a. It is used only as a personal memory aid.
 - b. It is kept in the personal possession of the individual who made it.
 - c. It is not accessible and has never been revealed to any other person except the employee's temporary substitute.
2. Medical treatment records maintained for "eligible students."
3. Records collected and maintained by a law enforcement unit of the school.
4. Records containing only information about a person after that individual is no longer a student in the District.
5. An employment record that is used only in relation to a student's employment by the District. (*Employment for this purpose does not include activities for which a student receives a grade or credit in a course.*)
6. Related alumni records after the student no longer attends classes provided by the District, and the records do not relate to the person as a student.

E. *Personally identifiable*

~~information-~~

information - Any data or information that makes the subject of a record known. This includes the student's name, the name(s) of the student's parent(s) or other family member(s), the student's address, the student's Social Security number, a student number, a list of personal characteristics, or other information that would make the student's identity easily traceable.

F. *Signed and dated written consent* - May include a record and signature in electronic form that:

1. Identifies and authenticates a particular person as the source of the electronic consent.
2. Indicates such person's approval of the information contained in the electronic consent.

Locations of Education Records

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

Procedure to

~~Inspect~~

Inspect

Education Records

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

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

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

~~and 99~~

and 99.10]. See Exhibit JR-ED.

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

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

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

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

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

Fees for Copies of Records

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

The District will provide copies of records:

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

Directory Information

Personally Identifiable

Information

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

- A. The student's name.
- B. The student's address.
- C. The student's telephone listing.

- D. The student's date and place of birth.
- E. The student's electronic mail address.
- F. The student's photograph.
- G. The student's grade level.
- H. The student's major field of study.
- I.

~~The~~

The student's dates of attendance.

J.

~~The~~

The student's enrollment status (e.g., part time or full time).

- K. The student's participation in officially recognized activities and sports.
- L. The student's weight and height if a member of an athletic team.
- M. The student's honors and awards received.
- N. The student's most recently attended educational agency or institution.

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

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

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

-

Refusal to Release Personally

Identifiable Information

Directory information shall be released on or before October 31 of each year unless the parent or eligible student requests in writing to the District (a letter to the Superintendent's office within two [2] weeks after notification) not to release directory information to any person or organization without prior signed and dated written consent. The District shall distribute a form,

separate from any other form, designed and provided to districts by the Arizona Department of Education allowing

~~pupils~~

students to request that directory information not be released. If the District distributes materials to

~~pupils~~

students through electronic communication or on an internet website, the form may be distributed in the same manner.

-

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

Permission to Release Personally

Identifiable Information

At the end of the two (2)-week period, if the parent or eligible student has not returned the form indicating refusal to allow the release of directory information, the District will assume it has their permission to release the above-mentioned information.

-

The Governing Board shall provide the student with a transcript release form that allows the student to designate in separate check boxes whether the transcript is to be released to postsecondary institutions, the militia of this state or the armed services of the United States, or to any combination of these entities.

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

Use of Student

~~Education~~

Education

Records

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

- A. A person duly elected to the Board (under limited circumstances).

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

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

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

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

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

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

- A. When a student seeks or intends to enroll in another school district or a postsecondary school the District will not further notify parents or eligible students prior to such a transfer of records. Parents and student have a right to obtain copies of records transferred under this provision. See Exhibit JR-EC.
- B. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District.

C. To parties who provide or may provide financial aid to a student to:

1. Establish the student's eligibility for the aid.
2. Determine the amount of financial aid.
3. Establish the conditions for the receipt of the financial aid.
4. Enforce the agreement between the provider and the receiver of financial aid.

D. If a state law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials.

E. If a state law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials of the juvenile justice system and the officials certify in writing that the information will not be disclosed to any other party, except as provided under state law, without prior signed and dated written consent of the parent or the eligible student.

F. When the District has entered into a written agreement or contract for an organization to conduct studies on the District's behalf to develop tests, administer student aid, or improve instruction.

G. To accrediting organizations to carry out their accrediting functions.

H. To parents of an eligible student if the parents claim the student as a dependent as defined by the Internal Revenue Code of 1954.

I.

~~To~~

To comply with a judicial order or lawfully issued subpoena. The District will make a reasonable effort to notify the parent or the eligible student before making a disclosure under this provision unless directed otherwise by a court of competent jurisdiction.

J.

~~To~~

To comply with an *ex parte* order from a court of competent jurisdiction requiring the District to permit the U.S. Attorney General or U.S. Attorney General's designee to collect education records in the possession of the District that are relevant to an authorized investigation or prosecution of an offense listed in 18 U.S.C. 2332b(g)(5)(B) for an act of domestic or international terrorism as defined in 18 U.S.C. 2331. An *ex*

~~parte order~~

parte order is an order issued by a court of competent jurisdiction without notice to the adverse party. A disclosure pursuant to an *ex parte* order will not be recorded as a disclosure of information from a student's education records by the District.

K. If the District initiates legal action against a parent or student, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with the legal action.

L. If a parent or eligible student initiates legal action against the District, the District may, without a court order or subpoena, disclose the student's education records that are relevant for the District to defend itself.

M. To comply with the request of authorized law enforcement officials conducting an investigation of acts of terrorism.

N. The disclosure is in connection with a health or safety emergency. Time is an important and limiting factor in determining whether the disclosure is in connection with a health or safety emergency. The District will permit any school official to make the needed disclosure from student education records in a health or safety emergency if:

1. The official deems the disclosure is warranted by the seriousness of the threat to the health or safety of the student or other persons.
2. The information is necessary and needed to address the emergency.
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.

O. The District may release student attendance, disciplinary, and other education records to a law enforcement agency and county attorney pursuant to an intergovernmental agreement between the District, the law enforcement agency, the county attorney, and other state, local, or tribal government agencies to create a local or tribal juvenile justice network for the purpose of:

1. providing appropriate programs and services to intervene with juveniles currently involved in the juvenile justice system.
2. providing appropriate programs and services designed to deter at-risk juveniles from dropping out of school or other delinquent behavior.
3. increasing the safety and security of the community and its children by reducing juvenile crime.

P. Education records provided pursuant to an intergovernmental agreement entered into in accord with the above provisions shall be used solely for the purposes of the agreement and shall not be disclosed to any other party, except as provided by law.

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

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

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

Records of Requests for

~~Access-~~

Access

and Disclosures Made

~~from-~~

from

Education Records

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

The record will include at least:

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

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

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

Procedures to Seek to

~~Correct-~~

Correct

Education Records

[34 C.F.R. 99.20 and 99.21]

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

For the purpose of outlining the procedure to seek to correct education records, the term

~~incorrect will~~

incorrect will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term

~~correct will~~

correct will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the

~~term requester will~~

term requester will be used to describe the parent of a student or the eligible student who is asking the District to correct a record.

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

First-level decision.

~~A~~

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

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

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

Second-level decision.

~~The~~

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

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

The request will be dated and signed by the requester.

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

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

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

Third-level decision.

~~The~~

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

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

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

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

D. Advice that the requester may be represented or assisted in the hearing by other parties, including an attorney, at the requester's expense.

Fourth-level decision.

~~After~~

After the requester has submitted (orally or in writing) any wishes concerning the hearing officer and the time and place for the hearing, the Superintendent will,

~~within one~~

within one (1) week, notify the requester when and where the District will hold the hearing and whom it has designated as the hearing officer [34 C.F.R. 300.621, 99.21, 99.22, and 99.34].

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

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

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

A. If the decision is that the District will change the record, the Superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester

~~as~~

at the second-level decision [34 C.F.R. 300.620 and 99.21].

B. If the decision is that the District will not change the record, the Superintendent will prepare a written notice to the requester that will include [34 C.F.R. 300.620 and 99.21]:

1. The District's decision that the record is correct and will not be changed.
2. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision.
3. Advice to the requester that an explanatory statement may be placed in the student's education records stating the reasons for disagreement with the District's decision and/or the reasons for believing the record to be incorrect.

Final administrative step in the procedure.

~~When~~

When the District receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's

~~education records~~

education records as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record and whenever the questioned part of the record is disclosed the explanatory statement will also be disclosed [34 C.F.R. 300.620 and 99.21].

Annual Notification to Parents

~~Regarding~~

Regarding

Confidentiality of Student

~~Education~~

Education

Records [34 C.F.R. 300.612]

Dear Parent:

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

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

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

Every Student Succeeds Act of 2015 (ESSA);

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-4605

Compare Policy Advisory "DA © FISCAL MANAGEMENT GOALS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DA © FISCAL MANAGEMENT GOALS ~~/ PRIORITY OBJECTIVES~~

The Governing Board recognizes that money and its management ~~constitute the foundation of the entire school program.~~ have foundational effects on School District operations. To make that ~~support as~~ fiscal management as effective as possible, the Board intends to:

~~• Encourage short and long range planning through the best possible budgeting procedures.~~

• Explore

A. Ensure budget development aligns with the strategic direction/plan.

B. Explore all practical and legal sources of ~~monetary income~~ revenue.

~~• Guide~~ C. Guide and monitor the expenditure of funds to achieve the greatest educational returns.

~~• Align interagency, inter-District, and intra-District grant resources in order to maximize resources.~~

~~• Allocate resources on a priority basis and in line with District goals and objectives.~~

~~• Require maximum efficiency~~ successful student outcomes.

D. Require maximum effectiveness, efficiency and transparency in accounting and reporting procedures.

~~• Maintain~~ E. Maintain, within budget limits, a level of per-student expenditure needed to provide high-quality education that provides for the needs of all students.

Adopted: ~~date of Manual adoption~~ <-- z2AdoptionDate -->

**Compare Policy Advisory "DB © ANNUAL
 BUDGET: SCHEDULE, PREPARATION / PLANNING,
 first FORMAT, AND POSTING / SUBMISSION" to Policy in Manual last**
*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk
 through the modifications.*

**DB ©
 ANNUAL BUDGET: SCHEDULE, PREPARATION /
 PLANNING, FORMAT, AND
 POSTING / SUBMISSION**

Schedule

Each school year the Superintendent shall prepare and disseminate a budget preparation schedule to accomplish all required budgetary actions for the following school year. This schedule will, at a minimum, provide specific dates for the accomplishment of all state-mandated actions.

Preparation and Planning

The Superintendent is directed to formulate the annual budget, considering at all times that resources must be utilized to produce the most positive effect on the student's opportunity to gain an education.

The Superintendent shall be responsible for reviewing budgetary requests, providing guidelines and limitations, and presenting the proposed budgets and documentation necessary for Board study, review, and action.

The Governing Board shall be informed if the proposed budget could require an increase in the primary property tax levy of the District over the preceding year's tax levy.

~~Adopted: date of Manual adoption~~

If the District receives desegregation funding, a desegregation budget shall be prepared and submitted using relevant forms from the Auditor General.

Format

The District shall utilize the budget format prepared and prescribed by the Superintendent of Public Instruction in conjunction with the Auditor General. The budget format is designed to allow school districts to plan and provide in detail for the use of available funds.

The budget format as specified in A.R.S. 15-903 shall contain the following information. The School District shall prominently post on its website home page, separately from its budget, Items B through E below:

A.A statement identifying proposed pupil-teacher ratios and pupil-staff ratios relating to the provision of special education services for the budget year.

B. The prominent display of the average salary of all teachers employed by the School District for the current year.

C. The prominent display of the average salary of all teachers employed by the School District for the previous year.

D. The prominent display of the dollar increase in the average salary of all teachers employed by the School District for the current year.

E. The prominent display of the percentage increase in the average salary of all teachers employed by the School District for the current year.

The District may want to include the additional categories of Instructional Support and Student Support alongside the dollars in the classroom number as the intention of the report is to provide a more comprehensive representation of the percentage of District dollars spent that directly impacted teaching and student learning.

Posting and Submission

The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the Auditor General.

The District shall submit this annual expenditure budget to the Arizona Department of Education (ADE) and shall utilize the relevant forms and instructions from the Auditor General.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

~~15-821~~271

15-302

15-481

15-824

15-903

15-905

15-905.01

15-910

~~15-919~~977

~~15-2201~~991

41-1279.03

CROSS REF.:

CM - School District Annual Report

DB-R - Annual Budget: Schedule, Preparation/Planning, Format and

Posting/Submission

[DBF](#) - Budget Process, Adoption and Implementation

[DIC](#) - Financial Reports and Statements

[DIE](#) -Audits/Financial Monitoring

DB-R ©

REGULATION

ANNUAL BUDGET: SCHEDULE, PREPARATION / PLANNING, FORMAT, AND POSTING / SUBMISSION

The business manager will prepare a schedule of budget deadlines for presentation to the Superintendent each year. This schedule will cover all actions necessary to prepare the budget for the following school year.

The following items may be included in the recommended budget schedule:

- A. Specific date for receipt of unit budgets from administrators.
- B. Date for initial meeting on the budget with appropriate staff members.
- C. Date(s) for student membership and attendance reports.
- D. Date(s) for estimates on the maintenance and operations and capital budgets.
- E. Date for completion of employee compensation consideration(s).
- F. Date for preparing financial projections for all categories and subcategories to be included in the proposed budget(s) for the ensuing fiscal year.
- G. Date for determining if the proposed budget(s) is (are) in excess of the District's Truth in Taxation base limit [A.R.S. [15-905.01](#)].
 - 1. When the base limit is exceeded, or the District plans to levy any amount for adjacent ways projects or liabilities in excess of the School District budget, a decision must be made whether to publish the truth in taxation notice separately or in combination with the proposed budget or budget summary.
 - 2. Either publication procedure requires publication of at least ten (10) days but not more than twenty (20) days prior to the truth in taxation hearing.
 - 3. The truth in taxation hearing may be held in conjunction with the proposed budget hearing.

H. *Proposed Budget*: The Governing Board shall not later than July 5 and not less than ten (10) days before:

1. Publish or mail to each household in the District a copy of the proposed budget or a summary of the proposed budget for consideration of the residents or taxpayers of the District, and a notice of the public hearing and Board meeting.
2. Furnish to the Superintendent of Public Instruction and County School Superintendent, in electronic format, the proposed budget and summary of proposed budget for the budget year.
3. Submit to the Department of Education the proposed budget which shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.

I. *Budget Adoption*: The Governing Board shall not later than July 15 and not less than ten (10) days after posting or mailing the notice of the public hearing and Board meeting:

1. Conduct the public hearing and present the proposed budget to the persons attending the hearing, and

If a truth in taxation hearing is required it must be conducted prior to the budget hearing.

2. Immediately following the public hearing, the President shall call the Governing Board meeting to order for the purpose of adopting the budget.

J. *Adopted Budget*: Not later than July 18:

1. The adopted budget shall be submitted electronically to the Superintendent of Public Instruction.
2. The adopted budget shall be submitted to the Department of Education. The Department shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.

K. *Publishing*: The Governing Board must do one (1) of the following and provide notice of the public hearing and Board meeting to adopt the budget no later than ten (10) days prior to the meeting to adopt the budget:

1. Posting to ADE's Website: Districts that have a website are required to follow the website requirements above and may choose to meet the publication requirement for the proposed budget by electronically uploading the Hearing Notification and Summary via the School Finance Budget System to ADE for posting on ADE's website. If the budget or proposed budget and notice are posted on a website maintained by the department of education or mailed, the Board shall file an affidavit with the Superintendent of Public Instruction within thirty (30) days after the mailing or the date that the information is posted on the website.

2. Publishing in a newspaper: Print the proposed budget or Summary and Hearing Notification in at least eight (8)-point type in a newspaper of general circulation within the District. The publisher's affidavit of newspaper publication must be filed with the Superintendent of Public Instruction within thirty (30) days of the publication. To meet this requirement, districts should scan and e-mail the affidavit to SFBudgetTeam@azed.gov.

3. Mailing: Mail the proposed budget or Summary and Hearing Notification to each household in the District. An affidavit or other documentation of mailing must be filed with the Superintendent of Public Instruction within thirty (30) days of mailing. To meet this requirement, districts should scan and e-mail the affidavit to SFBudgetTeam@azed.gov.

L. Override Election:

1. When applicable, dates pursuant to A.R.S. §§ [15-481-15-482](#), as applicable.

2. Date for budget hearing on following year's budget.

a. At least ninety (90) days before a proposed override election (first [1st] Tuesday following the first [1st] Monday in November, order override election to present proposed override budget to electors. Must also prepare alternate budget without override increase in event voters reject the proposed override budget.

b. At least thirty-five (35) days before override election, mail or distribute to households where qualified electors reside the informational report prepared by County School Superintendent.

c. When a determination is made to cancel the override election, the request must be made to the County School Superintendent at least eighty (80) days before the override election date.

M. *Annual Financial Report:*

1. Not later than October 15 of each year the Governing Board shall:

- a. Prepare and distribute the annual financial report for the prior fiscal year.
- b. Provide a copy of the financial report to the County School Superintendent.
- c. Electronically submit a copy of the financial report to the State Superintendent of Public Instruction.
- d. Submit a copy of the annual financial report for the prior fiscal year to the Department of Education. The Department shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.

2. Not later than November 15 of each year the Governing Board shall publish the annual financial report:

- a. In a newspaper of general circulation within the School District, or
- b. In the official newspaper of the county as defined in A.R.S. [11-255](#), or
- c. By mailing a copy to each household in the District, or
- d. By electronic transmission of the information to the Department of Education for posting on the Department's website (if the Board chooses this option the School District shall post a link on the District's website to the report on the Department's website).

All forms and technical requirements for each respective form shall be as prescribed in A.R.S. [15-904](#).

first

Compare Policy Advisory "DBC © BUDGET PLANNING, PREPARATION, AND SCHEDULES" to Policy in Manual

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DBC © BUDGET PLANNING, PREPARATION, AND SCHEDULES

~~Each school year the Superintendent shall prepare and disseminate a budget preparation schedule to accomplish all required budgetary actions for the following school year. This schedule will, as a minimum, provide specific dates for the accomplishment of all state-mandated actions.~~

~~Adopted: date of Manual adoption~~

LEGAL REF.:

~~A.R.S.~~

~~[15-481](#)~~

~~[15-824](#)~~

~~[15-905](#)~~

~~[15-905.01](#)~~

~~[15-952](#)~~

~~[15-991](#)~~

CROSS REF.:

~~[DBF](#) - Budget Hearings and Reviews/Adoption Process~~

[Remove per PA 878 - May 2025](#) (Merged with Policy DB.)

Compare Policy Advisory "DBC-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

DBC-R ©

REGULATION

BUDGET PLANNING, PREPARATION, AND SCHEDULES

~~The Director of Finance will prepare a schedule of budget deadlines for presentation to the Superintendent each year. This schedule will cover all actions necessary to prepare the budget for the following school year.~~

~~The following items may be included in the recommended budget schedule:~~

- ~~● Specific date for receipt of unit budgets from administrators.~~
- ~~● Date for initial meeting on the budget with appropriate staff members.~~
- ~~● Date(s) for student membership and attendance reports.~~
- ~~● Date(s) for estimates on the maintenance and operations and capital budgets.~~
- ~~● Date for completion of employee compensation consideration(s).~~
- ~~● Date for preparing financial projections for all categories and subcategories to be included in the proposed budget(s) for the ensuing fiscal year.~~
- ~~● Date for determining if the proposed budget(s) is (are) in excess of the District's truth in taxation base limit [A.R.S. [15-905.01](#)].~~
 - ~~■ When the base limit will be exceeded a decision must be made whether to publish the truth in taxation notice separately or in combination with the proposed budget or budget summary.~~
 - ~~■ Either publication procedure requires publication at least ten (10) days but not more than twenty (20) days prior to the truth in taxation hearing.~~
 - ~~■ The truth in taxation hearing may be held in conjunction with the proposed budget hearing.~~
- ~~● The Governing Board shall not later than July 5 and not less than ten (10) days before:~~
 - ~~■ Publish or mail to each household in the District a copy of the proposed budget or a summary of the proposed budget for consideration of the residents or taxpayers of the District, and a notice of the public hearing and Board meeting.~~
 - ~~■ Furnish to the Superintendent of Public Instruction and County School Superintendent, in electronic format, the proposed budget and summary of proposed budget for the budget year.~~

- ~~Submit to the Department of Education the proposed budget which shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.~~
- ~~The Governing Board shall not later than July 15 and not less than ten (10) days after posting or mailing the notice of the public hearing and Board meeting:~~
 - ~~Conduct the public hearing and present the proposed budget to the persons attending the hearing, and~~
 - ⇒ ~~If a truth in taxation hearing is required it must be conducted prior to the budget hearing.~~
 - ~~Immediately following the public hearing the President shall call the Governing Board meeting to order for the purpose of adopting the budget.~~
- ~~Not later than July 18:~~
 - ~~The adopted budget shall be filed by the Governing Board with the County School Superintendent (who shall immediately transmit a copy to the Board of Supervisors).~~
 - ~~The adopted budget shall be submitted electronically to the Superintendent of Public Instruction.~~
 - ~~The adopted budget shall be submitted to the Department of Education. The Department shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.~~
- ~~File with the Superintendent of Public Instruction within thirty (30) days from the action date:~~
 - ~~The publisher's affidavit of publication confirming publication of the proposed budget, or~~
 - ~~An affidavit affirming the proposed budget was mailed to each household in the School District, or~~
 - ~~An affidavit noticing that the proposed budget was posted on the Department of Education website.~~

Override Election:

- ~~Date(s) for override, if applicable.~~
- ~~Date for budget hearing on following year's budget.~~
 - ~~At least ninety (90) days before a proposed override election (first [1st] Tuesday following the first [1st] Monday in November, order override election to present proposed override budget to electors. Must also prepare alternate budget without override increase in event voters reject the proposed override budget.~~

- ~~■ At least thirty-five (35) days before override election, mail or distribute to households where qualified electors reside the informational report prepared by County School Superintendent.~~
- ~~■ When a determination is made to cancel the override election, the request must be made to the County School Superintendent at least eighty (80) days before the override election date.~~

Annual Financial Report:

~~Not later than October 15 of each year the Governing Board shall:~~

- ~~● Prepare and distribute the annual financial report for the prior fiscal year.~~
- ~~● Electronically submit a copy of the financial report to the County School Superintendent. The report shall be approved by the County Superintendent in an electronic procedure prescribed by the Department of Education.~~
- ~~● Electronically submit a copy of the financial report to the State Superintendent of Public Instruction.~~
- ~~● Submit a copy of the annual financial report for the prior fiscal year to the Department of Education. The Department shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.~~

~~Not later than November 15 of each year the Governing Board shall publish the annual financial report:~~

- ~~● In a newspaper of general circulation within the School District, or~~
- ~~● In the official newspaper of the county as defined in A.R.S. [11-255](#), or~~
- ~~● By mailing a copy to each household in the District, or~~
- ~~● By electronic transmission of the information to the Department of Education for posting on the Department's website, or~~
 - ~~■ If the Board chooses this option the School District shall post a link on the District's website to the report on the Department's website.~~

~~All forms and technical requirements for each respective form shall be as prescribed in A.R.S. [15-904](#).~~

Remove per PA 878 - May 2025 (Merged with New Regulation DB-R.)

Compare Policy Advisory "DBF © BUDGET PROCESS, ADOPTION AND IMPLEMENTATION" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DBF © BUDGET ~~HEARINGS AND REVIEWS~~

~~ADOPTION PROCESS~~

At least

PROCESS, ADOPTION AND IMPLEMENTATION

Process

Within ten (10) days before and not later than July 5, the Governing Board shall publish notice of the public hearing and Board meeting to be held no later than July 15 to present the proposed budget for consideration of the residents or taxpayers of the District and shall submit the proposed budget to the Department of Education.-

The Department shall prominently display the budget information on the website maintained by the Department.— If the District maintains a website, the District shall post a link to the website of the Department of Education where this information about the District is posted.-

If a truth-in-taxation notice and hearing is required under A.R.S. [15-905.01](#), the Board may combine the budget notice and hearing with the truth-in-taxation notice and hearing.

The publishing of the proposed budget and notice of the hearing and meeting shall be in accordance with A.R.S. [15-905](#).— If a truth-in-taxation notice and hearing is necessary, the notice shall be in accordance with A.R.S. [15-905.01](#).— If the Board determines to combine the budget and truth-in-taxation hearings, publication of a combined notice must satisfy the requirements of both A.R.S. [15-905](#) and [15-905.01](#).

Adoption

Immediately following the public hearing, the President shall call to order the Board meeting for the purpose of adopting the budget.—A Board member may, without creating a conflict of interest, participate in adoption of a final budget even though the member may have substantial interest in specific items included in the budget.

The Board shall adopt the budget and enter the budget as adopted in its minutes.

Not later than July 18, the Governing Board shall submit the adopted budget to the Department of Education.— The Department shall prominently display the District budget information on the website maintained by the Department.— If the District maintains a website, the District

shall post a link to the website of the Department of Education where this information about the District is posted.

Filing of the budget shall be according to state law.—[See Regulation ~~DBCDB-R~~—

If the Governing Board receives notification that one (1) or more of the District's categorical budgets are in excess of its authorized limit, the Board shall revise the affected budget(s) in accordance with A.R.S. [15-905](#).

~~Adopted:—date of Manual adoption~~

Implementation

To determine if budgeted expenditures are in keeping with the adopted budget, a monthly report of expenditures and revenues shall be presented to the Board. Variances within budget categories shall be a part of this report.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-903](#)

[15-905](#)

[15-905.01](#)

[15-911](#)

[15-915](#)~~15-948~~

CROSS REF.:

~~DBC-DB~~ - Annual Budget: [Schedule, Preparation/Planning](#), ~~Preparation and Schedules~~[Format](#),

[and Posting/Submission](#)

Compare Policy Advisory "DBI © BUDGET IMPLEMENTATION" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DBI © BUDGET IMPLEMENTATION

~~In order to determine if budgeted expenditures are in keeping with the adopted budget, a monthly report of expenditures and revenues shall be presented to the Board. Variances within budget categories shall be a part of this report.~~

~~An expenditure in excess of a major subsection of the maintenance and operation budget shall require Board approval.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-905~~

~~*Remove per PA 880 - May 2025*~~ (Merged with Policy DBF.)

Compare Policy Advisory "DBJ © BUDGET RECONCILIATION AND TRANSFERS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DBJ © BUDGET ~~TRANSFERS~~RECONCILIATION AND TRANSFERS

Reconciliation

Periodically throughout the year, the budget will be reconciled to the actual expenditures of the District.

Transfers

The Governing Board may authorize the expenditure of monies budgeted within the maintenance and operation section of the budget for any subsection within the section in excess of amounts specified in the adopted budget only by action taken at a public meeting of the Governing Board and if the expenditures for all subsections of the section do not exceed the amount budgeted.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-905](#)

Compare Policy Advisory "DD © BUDGET FUNDING SOURCES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DD ©

~~FUNDING PROPOSALS, GRANTS,~~

~~AND SPECIAL PROJECTS~~BUDGET FUNDING SOURCES

The Governing Board is to be kept informed of possible sources of state, federal, and other funds for the support of the schools and/or for the enhancement of educational opportunities. The Superintendent is to apprise the Board of its eligibility for general or program funds and to make recommendations for Board action.

~~Adopted: date of Manual adoption~~

Funding Sources Outside

the School System

The District may submit proposals to private foundations and other sources of financial aid for subsidizing such activities as innovative projects, feasibility studies, long-range planning, research and development, or other educational needs.

Timelines permitting, grant proposals are to be approved by the Board before being submitted to the funding agency. The Superintendent shall establish administrative guidelines for the processing of proposal ideas to the Board for its approval.

The Governing Board may receive, hold, and dispose of any gift, grant, or bequest of property or equipment in accordance with state law and the intent of the instrument conferring title.

The Governing Board may also accept gifts, grants, or devises of money. The disposition of unused funds from these sources shall be in accordance with law.

Funding From Federal Tax Sources

(Impact Aid Program)

Regardless of any other law, if the District receives assistance pursuant to Title VIII of the Elementary and Secondary Education of 1965, as amended (Impact Aid Program), the District shall establish a local level fund designated as the Impact Aid Fund and deposit the Impact Aid monies received in the Fund.

The District shall separately account for monies in the Fund and shall not combine monies in the Fund with any other source of local, state, and federal assistance. Monies in the Fund shall be expended pursuant to federal law only for the purposes allowed by Title VIII and A.R.S. 15-905. The District shall account for monies in the Fund according to the Uniform System of Financial Records (USFR) as prescribed by the Auditor General.

If the District has established an Impact Aid Fund, the Superintendent of Public Instruction shall separately account for monies in the District's Impact Aid Fund in the annual report required by A.R.S. [15-255](#).

Monies in the Fund are considered federal monies and are not subject to legislative appropriation.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-206](#)

[15-207](#)

[15-208](#)

[15-209](#)

[15-210](#)

[15-341](#)

[15-905](#)

15-991

20 U.S.C. 7701, Title VIII - Impact Aid Program

CROSS REF.:

[KCD](#) - Public Gifts/Donations to Schools

[IHB](#) - Indian Education

[KJGA](#) - Relations with Parents of Children Educated Pursuant to

Federal Impact Aid Programs

Compare DD-E © (version 2 to 1)

first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk **last**
through the modifications.

DD-E ©**EXHIBIT****~~FUNDING PROPOSALS, GRANTS,~~****~~AND SPECIAL PROJECTS~~****~~RESOLUTION~~****BUDGET FUNDING SOURCES**

WHEREAS, participation in programs funded in whole or in part by federal funds requires that a participating district demonstrate that the district meets the requirement of comparability between schools that receive federal funding and those that do not receive such funding, and that the district provide for equivalency of access to district staffing, equipment, and materials by all district schools, based on student per-capita allocations and individual schools' needs analyses, and, in addition, that all schools and programs have equivalent access to district support operations including but not limited to maintenance, transportation, and warehousing operations support; and

WHEREAS, budgets for staffing, textbooks, equipment, supplies, and services for district schools will be provided for at all schools without supplanting special funding provided from any source with nonsupplanting requirements; and

WHEREAS, expenditures budgets for schools participating in Title I programs will be provided for on the same per-capita basis as budgets for schools not participating in the program; and

WHEREAS, the Osborn Elementary School District No. 8 intends to participate in such programs and receive federal funds;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Osborn Elementary School District No. 8 hereby directs the Superintendent to ensure that said district does in fact comply with such mandates for comparability and equivalency of access for the period of any grant under which such funds are received.

This resolution was moved, seconded, and passed at a meeting of the Osborn Elementary School District No. 8 Governing Board on _____, 20____.

ATTEST:

President

Compare Policy Advisory "DDA © FUNDING SOURCES OUTSIDE THE SCHOOL SYSTEM" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DDA © FUNDING SOURCES ~~OUTSIDE~~ OUTSIDE THE SCHOOL SYSTEM

~~The District may submit proposals to private foundations and other sources of financial aid for subsidizing such activities as innovative projects, feasibility studies, long-range planning, research and development, or other educational needs.~~

~~Timelines permitting, grant proposals are to be approved by the Board before being submitted to the funding agency. The Superintendent shall establish administrative guidelines for the processing of proposal ideas to the Board for its approval.~~

~~The Governing Board may receive, hold, and dispose of any gift, grant, or bequest of property or equipment in accordance with state law and the intent of the instrument conferring title.~~

~~The Governing Board may also accept gifts, grants, or devises of money. The disposition of unused funds from these sources shall be in accordance with law.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

~~GROSS REF.:~~

~~KCD - Public Gifts/Donations to Schools~~

Remove per PA 883 - May 2025 (Merged with Policy DD.)

**DEC ©
FUNDING FROM FEDERAL
TAX SOURCES**

(Impact Aid Program)

Remove per PA 884 - May 2025 (Merged with Policy DD.)

Compare Policy Advisory "DFA © REVENUES AND INCOME" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DFA © REVENUES ~~FROM INVESTMENTS~~ AND INCOME

Investments

The Board will annually consider and vote on a request to the County Treasurer to authorize investments for the following fiscal year.—The Superintendent shall ensure that this question is placed on an agenda for a Board meeting in June of each year.

~~Adopted: date of Manual adoption~~

School-Owned Real Estate

Revenues collected from rental or lease of school-owned real estate shall be deposited in the Civic Center fund. Excess rental/lease revenues may be used pursuant to A.R.S. 15-342(29). Monies from the sale of school-owned real estate shall be deposited as provided under state statutes.

Gate Receipts and Admissions

Admission receipts from school events shall be adequately controlled. The Superintendent is responsible for the proper collection, supervision, disbursement, and/or remittance of these monies.

Admission to school events for which an admission is charged ordinarily will be by purchased ticket or special pass only. Adequate records will be maintained for accounting purposes.

School Sales and Services

Student Activity Income

Procedures shall be developed by the Superintendent to ensure compliance of all student activity funds pursuant to A.R.S. 15-1121-1124.

Student activity fund-raisers may not include: raffles; Bingo games; purchasing of classroom items.

Student activity fund-raisers may include: silent auctions; donations to other entities (i.e., Red Cross), with administrative approval.

The principal of each campus shall monitor the financial activities of the student body to ensure that fund-raising complies with District guidelines and is in accordance with the provisions of A.R.S. Title 15.

To comply with District fund-raising guidelines and A.R.S. Title 15, the principal shall monitor all student activity finances.

Advertising Income

A District advertisement fund shall be established for the deposit of revenues if the District sells advertising.

All revenues collected will be deposited in the Advertisement Fund and accounted for in accordance with the Uniform System of Financial Records. Monies in the Advertising Fund are not subject to reversion.

Career and Technical Education

(Vocational Education)

The governing board of a school district may establish a permanent career and technical education projects fund in an amount of not more than one hundred thousand dollars (\$100,000). The fund consists of proceeds from the sale of items produced or services provided by career and technical education programs. Monies in the fund may be used for any purposes noted in [15-1231](#).

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-342](#)

[15-996](#)

[15-1024](#)

[15-1025](#)

[15-1102](#)

[15-1105](#)

[15-1121](#) through [1124](#)

[15-1231](#)

A.G.O.

180-099

182-090

184-018

Compare Policy Advisory "DFB © REVENUES FROM SCHOOL - OWNED REAL ESTATE" to Policy in Manual

[first](#)[last](#)

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DFB © REVENUES FROM SCHOOL - OWNED REAL ESTATE

~~Revenues collected from rental or lease of school-owned real estate shall be deposited in the Civic Center fund. Monies from sale of school-owned real estate shall be deposited as allowable under state statutes.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~[15-342](#)~~

~~[15-1102](#)~~

~~[15-1105](#)~~

~~[15-1106](#)~~

Remove per PA 886 - May 2025 (Merged with Policy DFA.)

DFD ©
GATE RECEIPTS AND ADMISSIONS

Remove per PA 887 - May 2025 (Merged with Policy DFA.)

DFF ©
INCOME FROM SCHOOL
SALES AND SERVICES

Remove per PA 888 - May 2025 (Merged with Policy DFA.)

first **Compare Policy Advisory "DG © BANKING
SERVICES AND AUTHORIZED SIGNATURES" to Policy
in Manual** last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**DG ©
BANKING ~~SERVICES~~SERVICES AND
AUTHORIZED SIGNATURES**

Banking Services

The Board, by majority vote, shall designate one (1) or more banks as depository for the safeguarding of school auxiliary and revolving funds.

Each designated depository shall furnish proper security for such deposits in the amount designated by the Board and in accordance with law.

Each designated depository shall be advised not to cash checks payable to the District but to deposit checks only to the District auxiliary accounts.

~~Adopted: date of Manual adoption~~

Authorized Signatures

Authorized signatories for all checking accounts shall be approved by the Board.

On accounts required by statute to have two (2) signatures, the signatories shall be as specified by the statutes.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)

[15-1122](#)

[15-1126](#)

Compare Policy Advisory "DGA © AUTHORIZED SIGNATURES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DGA © AUTHORIZED SIGNATURES

~~Authorized signatures for all checking accounts shall be approved by the Board.~~

~~On accounts required by statute to have two (2) signatures, the signatories shall be as specified by the statutes.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~[15-321](#)~~

~~[15-1122](#)~~

~~[15-1126](#)~~

Remove per PA 890 - May 2025 (Merged with Policy DG.)

Compare Policy Advisory "DGD © CREDIT CARDS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DGD © CREDIT CARDS

(Credit Cards and/or Procurement Cards)

~~Use of Credit Cards~~

Definition of Credit/

~~Procurement Cards~~The

Procurement Card

The District defines "credit card" and "procurement card" as a form of payment in lieu of cash, purchase order, or check. The credit/procurement card must bear the company logo.

Use of Credit Cards/

Procurement Cards

The Governing Board acknowledges that instances may occur when ready payment for goods or services is in the District's best interest.— The Superintendent is responsible for the implementation of all aspects of the District credit/procurement card program.— The Board authorizes the Superintendent to secure and assign controlled-limit credit/procurement cards to designated personnel.—District-assigned credit/procurement cards may not be used for personal expenditures.

The use of credit/procurement cards is to be closely monitored and payment of statements for authorized purchases ~~are~~ **is** to be made as promptly as possible to avoid fees and charges for the use of such cards.

The Superintendent is directed to develop regulations for the use of District-assigned credit/procurement cards.— Such regulations are subject to Board review and approval. -

The Board reserves the right to revise or rescind this policy at its sole discretion.

~~Definition of Credit/~~

~~Procurement Card~~

~~The District defines "credit card" and "procurement card" as a form of payment in lieu of cash, purchase order, or check. The credit/procurement card must bear the company logo.~~

Adopted: ~~date of Manual adoption~~**<-- z2AdoptionDate -->**

LEGAL REF.:

A.R.S.

[15-342](#)

[38-621](#)

[38-622](#)

[38-623](#)

[38-624](#)

[38-625](#)

Uniform System of Financial Records

CROSS REF.:

[DKC](#) - Expense Authorization/Reimbursement

Compare Policy Advisory "DI © FISCAL ACCOUNTING AND REPORTING" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DI © FISCAL ACCOUNTING AND REPORTING

The Superintendent shall be ultimately responsible for receiving and properly accounting for all funds of the District.

Uniform System of Financial

Records (USFR)

The Uniform System of Financial Records developed by the State Department of Education and the Auditor General's Office shall be used to provide for the appropriate separation of accounts and funds.

Reporting

The Superintendent shall provide to the Board periodic financial reports showing the financial condition of the District.

The Superintendent shall also be responsible for student accounting and shall report enrollment and attendance as required by the state.

~~Adopted: date of Manual adoption~~

Accounting System

Records of all phases of the business operation shall be kept in strict accordance with the Uniform System of Financial Records, other applicable laws, and the policies of the Board.

The District may apply to the State Board of Education (SBE) to assume accounting responsibility, in which case the District shall develop and file an accounting responsibility plan with the Arizona Department of Education (ADE) and the county school superintendent of the county in which the school district is located as specified in A.R.S. 15-914.01.

Before January 1 of the fiscal year preceding the fiscal year of implementation and before applying to assume accounting responsibility the District must apply for evaluation by the Auditor General and by the County Treasurer of the county in which the school district is located, as specified in A.R.S. 15-914.01.

If the SBE approves for the District to assume accounting responsibility, the District must contract with an independent certified public accountant for an annual financial and compliance audit.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:
A.R.S.

[15-239](#)

[15-271](#)

[15-272](#)

[15-901](#)

[15-914.01](#)

Uniform System of Financial Records

CROSS REF.:

[DIC](#) - Financial Reports and Statements

Compare Policy Advisory "DIA © ACCOUNTING SYSTEM" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DIA © ACCOUNTING SYSTEM

~~Records of all phases of the business operation shall be kept in strict accordance with the Uniform System of Financial Records, other applicable laws, and the policies of the Board.~~

~~The District may apply to the State Board of Education (SBE) to assume accounting responsibility, in which case the District shall develop and file with the SBE and the county school superintendent of the county in which the school district is located an accounting responsibility plan as specified in A.R.S. [15-914.01](#).~~

~~Before January 1 of the fiscal year preceding the fiscal year of implementation and before applying to assume accounting responsibility the District must apply for evaluation by the county treasurer of the county in which the school district is located.~~

~~An approval by the SBE for the District to assume accounting responsibility compels the District to contract with an independent certified public accountant for an annual financial and compliance audit.~~

Adopted: ~~<--z2AdoptionDate-->~~

LEGAL REF.:

~~A.R.S.~~

~~[15-239](#)~~

~~[15-914.01](#)~~

~~[15-271](#)~~

~~[15-272](#)~~

GROSS REF.:

~~[DI](#) - Fiscal Accounting and Reporting~~

~~[DIG](#) - Financial Reports and Statements~~

[Remove per PA 893 - May 2025 \(Merged with Policy DI.\)](#)

Compare DIB © TYPES OF FUNDS / REVOLVING FUNDS

first

(version 2 to 1)

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DIB © ~~TYPES OF FUNDS / REVOLVING FUNDS~~REVOLVING AND AUXILIARY FUNDS

General Purpose Revolving Fund

A general purpose revolving fund shall be established, pursuant to A.R.S. [15-1101](#), at a local bank in the account name of the Osborn ~~Elementary~~ School District No. 8. Drafts drawn on the account shall be signed by the employee in charge of the fund or other designated person.— The fund shall be managed in the manner prescribed by the Uniform System of Financial Records (USFR).

No revolving fund may be established unless the designated employee in charge is bonded for an amount equal to twice the amount of the fund.—The cost of the bond shall be a proper charge against the District.

Auxiliary Operations Fund

The auxiliary operations fund shall consist of monies raised with the approval of the Board in pursuance of and in connection with all activities of school bookstores and athletic activities.

Fund monies shall be accounted for in accordance with the requirements of the USFR.

After authorization by the Board, fund monies shall be deposited in a bank account designated as the auxiliary operations fund.—Disbursements from the fund shall be authorized by the Board.

Disbursements shall be made by check signed by two (2) employees of the District designated by the Board.— Persons authorized by the Board to sign checks shall be bonded, and the cost shall be charged against the fund.

Auxiliary operations fund monies may be invested and reinvested by the Board.— All monies earned by investment shall be credited to the auxiliary operations fund.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-1101](#)

[15-1124](#)

[15-1125](#)

[15-1126](#)

[15-1154](#)

CROSS REF.:

[JJF](#) - Student Activities Funds

Compare Policy Advisory "DIC © FINANCIAL REPORTS AND STATEMENTS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DIC © FINANCIAL REPORTS AND STATEMENTS

Financial Reports

Prior to October 15 of each year, the Superintendent shall present to the Board the annual financial report for the previous fiscal year and the Governing Board shall submit the annual financial report for the previous fiscal year to the Department of Education, which shall prominently display this information about the District on the website maintained by the Department.-

The District annual financial report shall be published by November 15 either in a newspaper of general circulation within the District, by electronic submission to the Department of Education for publication on its ~~web-site~~website, in the official newspaper of the county, or by mailing to each household in the School District.— If published electronically as indicated above, a link shall be posted on the School District web site to the state department's ~~web-site~~website.

Financial Statements

The Superintendent shall also ensure that a report of expenditures of public funds and student activity funds is provided to the Board on a monthly basis.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-271](#)

[15-302](#)

[15-904](#)

~~15-919.06~~

~~15-977~~

[15-991](#)

CROSS REF.:

[CM](#) - School District Annual Report

~~DBCD-B-R~~ - Annual Budget: [Schedule](#), [Preparation/Planning](#), ~~Preparation—Format~~, and ~~Schedules~~

[Posting/Submission](#)

Compare Policy Advisory "DICA © BUDGET FORMAT" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DICA © BUDGET FORMAT

~~The District shall utilize the budget format prepared and prescribed by the Superintendent of Public Instruction in conjunction with the auditor general. The budget format is designed to allow school districts to plan and provide in detail for the use of available funds.~~

~~The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the auditor general.~~

~~The District may want to include the additional categories of Instructional Support and Student Support alongside the dollars in the classroom number as the intention of the report is to give a more accurate picture of the percentage of district dollars spent that directly impact teaching and student learning.~~

~~The budget format, in addition to other requirements specified in statute, shall also contain the following information. The School District shall prominently post on its website home page, separately from its budget, Items A through F below:~~

~~A. A statement identifying proposed pupil-teacher ratios and pupil-staff ratios relating to the provision of special education services for the budget year.~~

~~B. A statement identifying the number of full-time equivalent certificated employees.~~

~~C. The prominent display of the average salary of all teachers employed by the School District for the current year.~~

~~D. The prominent display of the average salary of all teachers employed by the School District for the previous year.~~

~~E. The prominent display of the dollar increase in the average salary of all teachers employed by the School District for the current year.~~

~~F. The prominent display of the percentage increase in the average salary of all teachers employed by the School District for the current year.~~

~~Adopted: <-- z2AdoptionDate -->~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~[15-271](#)~~

~~[15-302](#)~~

~~[15-903](#)~~

~~[15-977](#)~~

~~[15-991](#)~~

~~[41-1279.03](#)~~

~~GROSS REF.:-~~

~~[GM](#) -- School District Annual Report~~

~~[DBC-R](#) -- Budget Planning, Preparation and Schedules~~

~~[DIC](#) -- Financial Reports and Statements~~

~~[DIE](#) -- Audits/Financial Monitoring~~

Remove per PA 896 - May 2025 (Merged with Policy DB.)

Compare Policy Advisory "DID © INVENTORIES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DID © INVENTORIES

The Superintendent shall establish a program to implement District inventory procedures, which shall include inventory of land, buildings, and equipment as required in the Uniform System of Financial Records (USFR).

The acquisition threshold for capitalizing items and entering them on the ~~general fixed assets listing shall~~ [Capital Assets List](#) shall be five thousand dollars (\$5,000) or greater.— Items having an acquisition cost greater than one thousand dollars (\$1,000) but less than ~~five thousand dollars (\$5,000)~~ [the District's adopted capitalization threshold](#) shall be placed on the ~~stewardship listing. General fixed assets Stewardship List~~. [Capital assets](#) and [stewardship items](#) shall be inventoried as specified by the USFR. [The District shall also maintain Equipment Inventory and Supplies inventory lists as specified by the USFR.](#)

Adopted: ~~date of Manual adoption~~[<-- z2AdoptionDate -->](#)

LEGAL REF.:

Uniform System of Financial Records

Compare Policy Advisory "DID-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

DID-R ©

REGULATION

INVENTORIES

The business manager has responsibility to assist the Superintendent in developing procedures for maintaining District inventories.— The District will follow the prescribed minimum internal control policies and procedures provided by the Uniform System of Financial Records to meet compliance requirements for inventories. A copy of the complete inventory shall be on file in the office of the business manager.—

Capital Assets

A detailed listing of capital assets such as land, buildings, machinery and equipment, vehicles, infrastructure, and easements must be established as prescribed by the Governmental Accounting Standards Board (GASB).— Assets, including lands and buildings, and improvements to land and/or existing buildings, having a total acquisition cost of five thousand dollars (\$5,000) or more will be tagged, marked, capitalized and included in the general fixed-assets inventory.—To comply with the requirements of GASB Statement number 34, accurate, complete, and up-to-date documentation including, but not limited to, the following shall be maintained:

• ~~An~~ **A.** An inventory record registering for each item the:

■ ~~description~~ **1. description;**

■ ~~year~~ **2. year** of acquisition; ■ ~~method~~

3. method of acquisition;

■ ~~funding~~ **4. funding** source;

■ ~~cost~~ **5. cost** or estimated cost;

■ ~~salvage~~ **6. salvage** value;

■ ~~estimated~~ **7. estimated** useful life;

■ ~~function~~ **8. function(s)** for which the asset is used.

• ~~A~~ **B.** A depreciation schedule that:

■ ~~includes~~ **1. includes** all exhaustible capital assets, by type, with examples;

■ ~~excludes~~ **2. excludes** non-exhaustible capital assets and construction in process;

- ~~is~~ **3. is** based on locally-determined estimated useful life, typically in years;
 - ~~projects~~ **4. projects** residual value at the end of useful life;
 - ~~identifies~~ **5. identifies** the method used for calculating depreciation;
 - ~~identifies~~ **6. identifies** the selected averaging condition, where applicable.
- ~~A.C.~~ **A** disposal listing of items removed from the inventory, including at minimum the date and method of disposal.

Stewardship Inventory

A stewardship inventory shall also be maintained for all equipment, including vehicles, with a cost of one thousand dollars (\$1,000) or more but less than the capital asset threshold.— The inventory must identify each item's description, identification (tag) number, location, and the month and year of acquisition.

Other Inventory

(less than \$1000)

For insurance and other purposes, an inventory of items with an acquisition cost of less than one thousand dollars (\$1,000) may be maintained.

Physical Inventory

The District shall conduct a physical inventory of listed equipment:

- ~~at~~ **A.** at least every two (2) years for items:
 - ~~purchased~~ **1. purchased** with federal funds;
 - ~~with~~ **2. with** an acquisition cost of five thousand dollars (\$5,000) or more.
- ~~at~~ **B.** at least every three (3) years:
 - ~~for~~ **1. for** all capital equipment;
 - ~~for~~ **2. for** items on the stewardship list, where such list exists.

Facility administrators shall implement the procedures, maintain lists, and provide reports as requested on the contents of their buildings.

Each administrative unit shall assist in completing an annual inventory of all capital furniture and equipment, library media, and textbooks at its location.

Facility administrators shall require any employee who desires to remove an item from one school or department for use in another to submit a written transfer request form to the business manager.— Written approval must be obtained from the business manager prior to the relocation of an item.

Supply Records

Supply records shall be kept, which will show:

- ~~The~~A. The name of the individual receiving the supplies.
- ~~The~~B. The date received.
- ~~The~~C. The disposition of the supplies.

A perpetual inventory shall be maintained for all supplies warehoused by the District.

Compare Policy Advisory "DIE © AUDITS / FINANCIAL MONITORING" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DIE © AUDITS / FINANCIAL MONITORING

The Governing Board directs the Superintendent to implement procedures that assure District compliance with all state and federal requirements for **audits and** financial monitoring ~~and audits~~.— Contingent upon prescribed qualifying criteria, such requirements may include, but are not limited to, procedural reviews by the Office of the Auditor General and the federal Single Audit Act Amendments ~~and Office~~ **and Office** of Management and Budget (OMB) Compliance Supplement June 2016.

Necessary Services

The procurement of the necessary services shall be consistent with the District's policy on bidding and purchasing procedures.— Any allocation of costs for the services shall conform to the requirements of the Uniform System of Financial Records (USFR).

Board Presentation

A final report of each separate fiscal management review shall be presented to the Board for examination and discussion.— After a report has been presented to the Board, it will become a matter of public record, and its distribution will not be limited.— Copies of a final report shall be filed with appropriate state and other authorities.

The Governing Board shall publicly accept all audits and compliance questionnaires by roll call vote.

Posting

The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the Auditor General.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-213](#)

[15-239](#)

[15-914](#)

[15-2111](#)

[41-1279.03](#)

[41-1279.04](#)

[41-1279.05](#)

[41-1279.07](#)

[41-1279.21](#)

[41-1279.22](#)

A.A.C.

[R7-2-902](#)

USFR - Audit Requirements

2 CFR Part 200 Appendix XI, Compliance Supplement

CROSS REF.:

~~DICA - Budget Format~~ [DB](#) - Annual Budget: Schedule, Preparation/Planning, Format,
and Posting/Submission

Compare Policy Advisory "DIE-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

DIE-R ©

REGULATION

AUDITS / FINANCIAL MONITORING

Each program, instructional unit, and department shall prepare and maintain such financial records as are directed by the Superintendent.— The documents shall be accurate and of essential sufficiency to enable the District to comply with all requirements for financial monitoring and audits, both internal and external.

Requirements for Proper

Management

In addition to special reviews that may be conducted as necessary, the District will comply with the following minimum requirements to demonstrate proper management of and accountability for its fiscal resources:

- ~~Whenever A.~~ **Whenever** the District's expenditure of federal financial assistance is less than ~~five hundred seven hundred~~ thousand ~~dollars—dollars~~ (\$500\$700,000) during a fiscal year, the District shall be subject to a procedural review conducted by the ~~Office of~~ **Office of** the Auditor General at times determined by the Auditor General, subject to the following provisions:

- ~~Districts—1.~~ **Districts** that have adopted a Maintenance and Operations Fund (M&O) budget of two million ~~dollars—dollars~~ (\$2,000,000) or more shall contract with an independent certified public accountant to conduct an annual financial statement audit in accordance with generally accepted governmental auditing standards.

- ~~Districts—2.~~ **Districts** that have adopted a Maintenance and Operations Fund (M&O) budget between seven hundred thousand dollars (\$700,000) and two million dollars (\$2,000,000) shall contract with an independent ~~certified—public~~ **certified public** accountant to conduct a biennial financial statement audit in accordance with generally ~~accepted—governmental—accepted governmental~~ auditing standards.

- ~~Whenever B.~~ **Whenever** the District's combined expenditure from all sources of federal financial assistance is ~~five hundred seven hundred and fifty~~ thousand dollars (\$500\$750,000) or more during a fiscal year, the District shall contract with an approved independent auditor to conduct an annual financial audit.— The audit shall be performed in accordance with generally accepted auditing standards in compliance with the requirements of the federal Single Audit Act Amendments of 2003 and any implementing regulations of the Office of Management and Budget (OMB).

To the extent permitted by federal law, the District:

- ~~may~~ A. ~~may~~ convert to a biennial audit schedule when the previous annual audit contained ~~no significant negative findings, defined~~ ~~no significant negative findings, defined~~ as the District having received a letter of noncompliance issued by the auditor general;
- ~~shall~~ B. ~~shall~~ convert back to an annual audit whenever an audit produces significant negative findings;
- ~~may~~ C. ~~may~~ convert back to a biennial audit schedule when the two (2) previous audits have not contained ~~any significant~~ ~~any significant~~ negative findings.

The Superintendent shall be promptly informed of any material deficiency that is discovered during a monitoring or auditing process.

Compare Policy Advisory "DJ © PURCHASING ETHICS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DJ © PURCHASING

~~(Purchasing Ethics Policy)~~

PURCHASING ETHICS

Governing Board

The District's Governing Board members and employees shall not use their offices or positions to receive any valuable things or benefits that would not ordinarily accrue to them in the performance of duties if the things or benefits are of such value or character as to manifest a substantial and improper influence upon the performance of their duties.

The Governing Board may provide food and beverages at School District events, including official school functions and trainings, as allowed by the Arizona Constitution, [laws pertaining to travel](#) and [subsistence, gifts, grants \(including federal grants\), or devises, and](#) policies of the Department of Education.

Personal Gift or Benefit

A person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or a person who supervises or participates in the planning, recommending, selecting or contracting for materials, services, goods, construction, or construction services of a school district or school purchasing cooperative is guilty of a Class 6 felony if the person solicits, accepts or agrees to accept any personal gift or benefit with a value of three hundred dollars (\$300) ~~or~~ [or](#) more from a person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with the school district or school purchasing cooperative. ~~Soliciting, accepting or agreeing to accept any personal gift or benefit with a value of less than three hundred~~ ~~dollars~~ [dollars](#) (\$300) is a Class 1 misdemeanor.

Any person or vendor ~~that~~ [who](#) has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with a school district or school purchasing cooperative that offers, confers or agrees to confer any personal gift or benefit with a value of three hundred ~~dollars~~ [dollars](#) (\$300) or more on a person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or on a person who supervises or participates in planning, recommending, selecting or contracting for materials, services, goods, construction or construction services of a school district or school purchasing cooperative, is guilty of a Class 6 felony. ~~Offering, conferring or agreeing to confer any personal gift or benefit with a value of less than three hundred~~ ~~dollars~~ [dollars](#) (\$300) is a Class 1 misdemeanor.

Definitions

For the purpose of this policy, a *gift or ~~benefit means~~ benefit means* a payment, distribution, expenditure, advance, deposit or *donation of* monies, any intangible personal property, or any kind of tangible personal or real property. ~~A A gift or benefit benefit~~ does not include ~~food or beverage, expenses or sponsorships related to a special event or function related to individuals identified in this policy, nor does this include an item of~~ nominal value such as a greeting card, T-shirt, mug or pen. *A gift or benefit does not include food or beverage, or expenses or sponsorships relating to a special event or function to which individuals involved in procurement and purchasing are invited.*

Reprisals

A District employee who has control over personnel actions may not take reprisal against a District employee or that employee's disclosure of information that is a matter of public concern, including a violation of District policy or laws/regulations governing the District.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-213](#)

[15-323](#)

~~3815-503~~[341](#)

[15-342](#)

~~38-504~~

[501](#) to [38-511](#)

A.A.C.

[R7-2-1001](#) to [R7-2-1003](#)

[R7-2-1308](#)

Article IX, section 7, Constitution of Arizona ~~(laws pertaining to travel and subsistence, gifts, grants, including federal grants, or devises)~~

Policies adopted by the Department of Education

CROSS REF.:

[DJE](#) - Bidding/Purchasing Procedures

[GBEAA](#) - Staff Conflict of Interest

Compare Policy Advisory "DJE © BIDDING / PURCHASING PROCEDURES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

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~~ [District](#) purchases shall also be in accordance with 2 C.F.R. 200 .~~214~~ (Code of Federal Regulations Title 2).

The Superintendent ~~shall ensure~~ [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~~, including A.R.S. [38-503\(C\)](#). The Superintendent shall establish administrative regulations to ensure the [District is](#) in full compliance, ~~including contracting~~ [including contracting](#) with small and minority businesses, women's business enterprises, [veteran-owned businesses](#), and labor surplus area firms. - (2 C.F.R. 200.321).

~~Purchases Not Requiring Bidding~~

~~Purchases of less than~~

[Bidding](#)

[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.

Online Bidding

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

Except as otherwise provided below, only purchases of ten thousand dollars (\$10,000) ~~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~~ or more are subject to competitive bidding requirements.

Purchasing

Purchases from District Employees

Districts are required to follow the School District Procurement Rules for all purchases of goods or services from District employees regardless of dollar amount. A.R.S. 38-503(C) prohibits public employees from providing their employers with any equipment, material, supplies, or services unless provided under an award or contract let after public competitive bidding. Districts must follow the School District Procurement Rules, regardless of the expenditure amount, when purchasing goods or services from District employees. This applies to any purchase using District monies, including extracurricular activities fees tax credit contributions and monies held in trust by the District, such as student activities monies. Although the School District Procurement Rules exempt expenditures of student activities monies from the Rules, that exemption does not apply to purchases in which a District employee acts as a vendor.

Purchases from District Board Members

Districts are required to follow the School District Procurement Rules for all purchases of services from District Board members regardless of dollar amount. A.R.S. 38-503(C) prohibits governing board members from providing their district with any services, unless provided under an award or contract let after public competitive bidding. However, for purchases of supplies, materials, and equipment from district board members, districts are required to follow the School District Procurement Rules only if the purchase exceeds one hundred thousand dollars (\$100,000). Purchases below the one hundred thousand dollar (\$100,000) threshold must comply with the guidelines for written quotes. For districts with three thousand (3,000) or more students, statutes limit purchases of supplies, materials, and equipment from board members to three hundred dollars (\$300) per transaction and one thousand dollars (\$1,000) total within any twelve (12)-month period and require that the governing board adopt a policy authorizing such purchases within the preceding twelve (12) months. Districts with fewer than three thousand (3,000) students may purchase supplies, materials, and equipment from governing board members in any amount, provided each purchase is approved by the governing board and the amount of the purchase is included in the board's meeting minutes.

Purchases Requiring Bidding

For transactions of at least ten thousand ~~dollars~~ (\$10,000) ~~dollars~~ and less than one hundred thousand ~~dollars~~ (\$100,000) ~~—dollars~~, written price quotations will be requested from at least three (3) vendors. If three (3) written price quotations cannot be obtained, documentation

showing the vendors contacted that did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained on file in the District office.

For transactions to purchase construction, materials, or services costing more than one hundred thousand (\$100,000) dollars, sealed bids and proposals shall be requested.

All transactions must comply with the applicable requirements of the Arizona Revised Statutes, the Arizona Administrative Code and the Uniform System of Financial Records.

Purchases Not Requiring Bidding

Except as otherwise provided above, purchases of less than ten thousand (\$10,000) dollars 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.

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

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

Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. [11-952](#) are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. [15-213](#) (A.A.C. [R7-2-1002\(C\)\(2\)](#)).

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

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

Contract Requirements

Contract Duration

Unless otherwise provided by law, contracts for materials or services and contracts for job-order-contracting construction services may be entered into if the duration of the contract and the conditions of renewal or extension, if any, are included in the invitation for bids or the request for proposals and if monies are available for the first fiscal period at the time the contract is executed.— The duration of contracts for materials or services and contracts for job-order-contracting construction services shall be limited to no more than five (5) years unless the Board determines that a contract of longer duration would be advantageous to the District.—

Once determined, the decision should be memorialized in meeting minutes and in the contract/bid file.— Payment and performance obligations for succeeding fiscal periods are subject to the availability and appropriation of monies.— The maximum dollar amount of an

individual job order for a job-order-contracting construction service shall be one million dollars (\$1,000,000) or as determined by the Board.

Online Bidding

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

Purchases Requiring Bidding

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

Public Inspection and Rationale

for Awarding a Contract

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~~ The 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~~ 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~~ 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

Requirement: Registered Sex

Offender Prohibition

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

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

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[11-952](#)

[15-213](#)

[15-213.01](#)

[15-213.02](#)

[15-239](#)

[15-323](#)

[15-342](#)

[15-382](#)

[15-765](#)

[15-910.02](#)

[23-214](#)

[34-101](#) *et seq.*

[35-391](#) *et seq.*

[35-393](#) *et seq.*

[38-503](#)

[38-511](#)

[39-121](#)

[41-2632](#)

[41-2636](#)

[41-4401](#)

A.A.C.

[R7-2-1001](#) *et seq.*

[R7-2-1023](#)

[R7-2-1029](#)

A.G.O.

[I83-136](#)

[I87-035](#)

[I06-002](#)

~~USFR~~ Uniform System of Financial Records: VI-G-8 *et seq.*

2 C.F.R. 200.~~324~~

2 C.F.R. 200.~~214~~321

CROSS REF.:

[BCB](#) - Board Member Conflict of Interest

[DJ](#) - Purchasing [Ethics](#)

[DJG](#) - Vendor/Contractor Relations [and Sales Calls Requirements](#)

[GBEAA](#) - Staff Conflict of Interest

[JLIF](#) - Sex Offender Notification

Compare Policy Advisory "DJE-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

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 ~~to 15-213, 15-323, 23-214~~ subsection A, ~~38-503, and and 41-4401~~), and the Arizona school district procurement rules set out in the Arizona Administrative Code (A.A.C.)- ~~R7-2-1001 through~~ through R7-2-1195. District purchases shall also be in accordance with 2 CFR 200 .214 (Code of Federal Regulations Title 2).

~~Requesting Quotations~~

Definitions

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

Preparations of Specifications

Specifications for goods, services, and construction items are to be prepared in the manner prescribed by rules R7-2-1010 through R7-2-1017.

Procurement of Services

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 and Arizona Administrative Code Title 7, Chapter 2, Parts XIV and XV. The assigned District personnel are to seek assistance from qualified consultants, attorneys, and bond counsel as is necessary and applicable to the projects being considered, including but not limited to determinations of the training, qualifications, experience, fitness, licensure, prior performance, and bonding of potential providers. Procurement activities, including securing the services of persons to assist District personnel as referenced above shall be in accordance with all relevant requirements prescribed by federal and state law and the rules of federal, state, county, and municipal agencies for the acquisition, performance and reporting of the services being sought and acquired.

Procurement of Services by Certain

Other Classes of Providers

Except as authorized pursuant to [R7-2-1002](#), [R7-2-1053](#), or [R7-2-1055](#), the purchase of services to be provided by clergy, certified public accountants, physicians, dentists, and legal counsel shall be as specified in [R7-2-1061](#) through [R7-2-1068](#). Except as authorized in [R7-2-1033](#), [R7-2-1053](#), [R7-2-1055](#), and [R7-2-1122](#), the procurement of services by an architect, engineer, land surveyor, assayer, geologist, or landscape architect is to be accomplished in compliance with [R7-2-1117](#) through [R7-2-1123](#). Procurement procedures related to purchasing services from the professional providers are to conform to [R7-2-1119](#) through [R7-2-1122](#).

Construction Procurement Procedures

Preparation for inviting bids for construction and the steps to be followed in the construction procurement process shall be guided by and consistent with [R7-2-1100](#) through [R7-2-1115](#).

Sole-Source Procurements

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

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

Due Diligence

The District is responsible for ensuring that all procurements are done in accordance with applicable law and school district procurement rules whether the procurement is done independently or through a cooperative purchasing agreement. The appropriate amount and complexity of due diligence to be performed by a district will vary based on the procuring entity with which the district is participating. A.R.S. [15-213\(F\)](#) requires school districts and school purchasing cooperatives, in connection with any audit conducted by a certified public accountant, to have a systematic review of purchasing practices. The Office of the Auditor General has prescribed the guidelines for performing these reviews as part of the Procurement Compliance Questionnaire for cooperatives and the Expenditures section of the USFR Compliance Questionnaire for districts.

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.

Contract Requirements

Care is to be exercised to assure the District's procurement practices conform to the general contract requirements set out in [R7-2-1072](#) through [R7-2-1087](#) and the accompanying

conditions described in [R7-2-1092](#) through [R7-2-1093](#), as applicable.

Quotations

Requesting Quotations

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

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

~~Gumulative 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~~ Bidding

Bidding Methods

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

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

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

Definitions

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

~~Prospective Bidders'~~

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~~

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.

Bid Call for Construction Projects

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

bonds for one hundred percent (100%) of the bid within five (5) working days after notification of the award.

Sealed Bids

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

Multistep Sealed Bidding

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

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

The District may hold a pre-technical offer conference with bidders as provided in [R7-2-1136\(C\)](#).

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

When the multistep sealed bidding method is determined to be authorized, the procedures set out in [R7-2-1036](#) and [R7-2-1037](#) shall be followed.

Restrictions

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

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

available for public inspection after the bids are awarded, and prospective bidders shall be notified of this in the invitation or specifications relating to the bid call.

~~Multistep Sealed Bidding~~

~~The multistep 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~~ 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~~ Use a contract other than a fixed-price type;
- B. ~~Conduct~~ Conduct oral or written discussions with offerors concerning technical and price aspects of their proposals;
- C. ~~Afford~~ Afford offerors an opportunity to revise their proposals;
- D. ~~Compare~~ Compare the different price, quality, and contractual factors of the proposals submitted; or
- E. ~~Award~~ Award a contract in which price is not the determining factor.

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

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~~ The type of services required and a description of the work involved;
- B. ~~The~~ The type of contract to be used;
- C. ~~An~~ An estimate of the duration the service will be required;
- D. ~~That~~ That cost or pricing data is required;
- E. ~~That~~ That offerors may designate as proprietary portions of the proposals;
- F. ~~That~~ That discussions may be conducted with offerors who submit proposals determined to be ~~reasonably susceptible~~ **reasonably susceptible** of being selected for award;
- G. ~~The~~ The minimum information that the proposal shall contain;
- H. ~~The~~ 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 Awards~~

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 and the request for proposals shall include the criteria the school district will use for selecting vendors for each contract under the multiple award, including as applicable, whether contracts will be awarded by individual line items, groups of line items, or categories, whether contracts will be awarded incrementally, and whether contracts will be awarded by designated regions or locations.

A multiple award to more than one (1) vendor should be made only when the District has determined in writing that a multiple award is necessary and advantageous to the District. Before making the award, the District shall establish procedures for the use of the multiple awarded contracts to ensure that purchases are made from the contracts determined by the School District to offer the lowest cost in satisfying the School District's requirements. The award shall also be limited to the least number of suppliers necessary to meet the District's requirements.

Purchasing

Cumulative and Like Item Purchases

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

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, proposals, or quotes;
- B. When monies are available for the first fiscal year at the time of contracting;
- C. When the competitive purchasing method is appropriate to the projected cumulative cost over the term of the multiple year contract.

Contracts for materials or services and contracts for job-order-contracting construction services may be entered into for more than five (5) years if, before the procurement solicitation is issued, the Governing Board determines in writing that a contract of longer duration would be advantageous to the District. Payment and performance obligations for succeeding fiscal years are subject to the availability and appropriation of monies.

Multiple Year Purchases Totaling More

Than One Hundred Thousand Dollars

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

The Governing Board has determined in writing that:

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

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

- A. Document the time period that the pricing is valid;

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

Cooperative Purchasing Agreements

Procurements in accordance with intergovernmental agreements and contracts between the District and other governmental entities as authorized by Arizona Revised Statute are exempt from competitive bidding requirements pursuant to A.A.C. [R7-2-1002\(C\)\(2\)](#). Inspection of and payment for materials and services acquired under a cooperative purchasing agreement are the obligation of the District.

Emergency Purchases

An exception to the above procedures for price competition may be made in the event of an emergency involving the health, safety, or welfare of school personnel or students.— In such an emergency, declared by the Superintendent, emergency purchase action may be taken without price competition, if necessary.— Even under emergency conditions, price competition should be sought if it will not unacceptably delay the correction of the condition requiring emergency procedures.— If emergency purchases are made without price competition, a complete written description of the circumstances pursuant to A.A.C. [R7-2-1055](#) ~~shall~~ **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~~ Federal Regulations for Suspension

and Debarment Verification

If a requisition involves the expenditure of funds received from Federal assistance, these procedures must include a process that confirms and documents verification of vendor suspension and debarment, per 2 CFR § 200.214 (Code of Federal Regulations Title 2).— This verification can be done by accessing www.sam.gov/sam/ where names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or other regulatory authority can be found.— Federal regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. ~~A~~ 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~~ Evidence and documentation of this verification process should be maintained by the Superintendent.

Compare Policy Advisory "DJG © VENDOR / CONTRACTOR RELATIONS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DJG © VENDOR / ~~CONTRACTOR RELATIONS~~

~~Fingerprinting Requirements~~

CONTRACTOR AND

SALES CALLS REQUIREMENTS

Fingerprinting Requirements

A contractor, subcontractor or vendor, or any employee of a contractor, subcontractor or vendor, who is contracted to provide services on a regular basis at an individual school shall obtain a valid fingerprint clearance card pursuant to A.R.S. [41-1758 et seq.](#)— The Superintendent, or a principal subject to approval by the Superintendent, may exempt from the requirement to obtain a fingerprint clearance card a contractor, subcontractor, or vendor whom the Superintendent or principal has determined is not likely to have independent access or unsupervised contact with students as part of their normal job duties while performing services to the school or to the School District.— The exemption shall be given in writing and a copy filed in the District office.

The Superintendent shall develop uniform District criterion for making a determination of whether or not an exemption will be granted. ~~Required Contract Provisions~~

Contract Provisions Requirements

Each District contract shall contain the provisions of statute paraphrased below and the Superintendent shall implement procedures to randomly verify the records of contractor and subcontractor employees to ensure compliance with these warranties.

The contract or agreement with each contractor shall contain the warranties indicated below:

- ~~Each~~ ~~A.~~ Each contractor shall warrant compliance with all federal immigration laws and regulations that relate to ~~their employees~~ ~~their~~ employees and that they have verified employment eligibility of each employee through the E-Verify program. The contractor shall acknowledge that a breach of this warranty shall be deemed a ~~material breach~~ material breach of the contract subject to penalties up to and including termination of the contract.
- ~~The~~ ~~B.~~ The contractor further acknowledges that the School District retains the legal right to inspect the papers of ~~any contractor~~ any contractor or subcontractor employee who works on the contract to ensure compliance by the contractor ~~or subcontractor~~ or subcontractor. -

The contractor shall facilitate this right by notice to his employees and supervisors.

~~Adopted: date of Manual adoption~~

Sales Calls and Demonstrations

Requirements

Sales representatives for school services, supplies, or other materials are not permitted to call on teachers or other school staff members except with prior authorization from the Superintendent.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-341](#)

[15-342](#)

[15-512](#)

[23-214](#)

[41-1758](#) et seq.

[41-4401](#)

A.A.C.

[R7-2-1001](#)

[R7-2-1003](#)

[R7-2-1004](#)

[R7-2-1010](#)

Public Law 92-544

CROSS REF.:

[DBF](#) - Budget ~~Hearings and Reviews/Adoption Process~~ Process, Adoption and Implementation

[DIC](#) - Financial Reports and Statements

[DJE](#) - Bidding/Purchasing Procedures

Compare Policy Advisory "DJG-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

DJG-R ©

REGULATION

VENDOR / ~~CONTRACTOR RELATIONS~~

~~A District appointed contract liaison shall at random times request contractor and subcontractor employment records.~~

CONTRACTOR AND

SALES CALLS REQUIREMENTS

Request for Records

Intermittently and without prior notice, the District appointed liaison to each contractor shall request from the individual contractor and subcontractor employees the information required on the I-9 form.— Such information shall be used to verify the employee's right to work status and the contractor and subcontractor compliance with contract warranties.— A report of the result of this inquiry shall be made to the Superintendent.

Compare Policy Advisory "DJGA © SALES CALLS AND DEMONSTRATIONS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DJGA © SALES CALLS AND DEMONSTRATIONS

~~Sales representatives for school services, supplies, or other materials are not permitted to call on teachers or other school staff members except with prior authorization from the Superintendent.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

Remove per PA 902 - May 2025 (Merged with Policy DJG.)

Compare Policy Advisory "DJGA-R ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

DJGA-R ©

REGULATION

SALES CALLS AND DEMONSTRATIONS

~~When appropriate, the principal may give permission to sales representatives of educational products to see members of the school staff at times that will not interfere with the educational program.~~ **Remove per PA 902 - May 2025**

Compare Policy Advisory "DK © PAYMENT AND PAYROLL PROCEDURES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DK ©

~~PAYMENT~~ PAYMENT AND PAYROLL PROCEDURES

Payment Procedures

In order to receive appropriate discounts and maintain good vendor relations, the Board directs the prompt payment of salaries and bills, but only after due care has been taken to assure that such amounts represent proper obligations of the District for services and/or materials received.

The Superintendent will implement procedures for the review of purchase ~~invoices to orders~~ to determine that items or services are among those budgeted, itemized goods or services have been satisfactorily supplied, funds are available to cover payment, and invoices are in order and for the contracted amounts.

~~Adopted: date of Manual adoption~~

Payroll Procedures

The District will establish two (2) or more days in each month, ~~Not more than sixteen (16)~~ days apart, as fixed paydays for payment of wages in accord with Arizona Statute. Employees may choose to have their salaries paid in full upon the last pay date following completion of their assignments or may annualize their pay.

An employee who quits the service of the District shall be paid all wages due on the regular payday for the pay period during which termination occurs. Such wages may be paid by mail if requested.

Notwithstanding A.R.S. [23-351](#) and [23-353](#), an employee who is discharged from service of the District shall be paid all wages due within ten (10) calendar days from the date of discharge [A.R.S. [15-502](#)].

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-304](#)

[15-321](#)

[15-502](#)

[15-906](#)

[23-351](#)

[23-353](#)

CROSS REF.:

[GCQF](#) - Discipline, Suspension, and Dismissal of Professional Staff Members

[GDQD](#) - Discipline, Suspension, and Dismissal of Support Staff Members

Compare DK-E © (version 2 to 1)

first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk **last**
through the modifications.

DK-~~E~~EA ©

EXHIBIT

~~PAYMENT~~ PAYMENT AND PAYROLL PROCEDURES**RESOLUTION AUTHORIZING THE EXECUTION OF
WARRANTS BETWEEN BOARD MEETINGS**

WHEREAS, A.R.S. 15-321 ~~sets~~ sets forth the procedures for execution of warrants drawn on the District, and

WHEREAS, said statute provides that an order for salary or other expense may be signed between Board meetings if a resolution to that effect has been passed prior to the signing and that order is ratified by the Board at the next regular or special meeting of the Governing Board;

NOW, THEREFORE, BE IT RESOLVED, that said statutory procedure be, and herein is, ordered for use in the District in accordance with the provisions of A.R.S. 15-321.

This resolution was moved, seconded, and passed at a meeting of the Osborn Elementary School District No. 8 Governing Board on _____, 20____.

ATTEST:

President

DK-EB ©

EXHIBIT

PAYMENT AND PAYROLL PROCEDURES

DEFERRED WAGE PAYMENT ELECTION FORM

By my signature I hereby acknowledge that I have read and understand the School District's policy on deferred/annualized wages. Furthermore, by my signature on this form I am electing to defer payment of my wages on an annualized basis consisting of twenty-six (26) payments. I understand that any change from an annualized election of payment requires that I notify the District prior to the beginning of duty for the fiscal year in which the change is being given.

Signature

Position

Printed name

Date signed

Compare Policy Advisory "DKA © PAYROLL PROCEDURES / SCHEDULES" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DKA © PAYROLL PROCEDURES / SCHEDULES

~~The District will establish two (2) or more days in each month as fixed paydays for payment of wages in accord with Arizona Statute. Employees may choose to have their salaries paid in full upon the last pay date following completion of their assignments or may annualize their pay. Employees who choose to receive payment of wages beyond the period in which the wages were earned (deferred payment) will be subject to Internal Revenue Service (IRS) penalties unless they provide a written election of such deferral prior to the first duty day of the year of deferral. Forms for such deferral shall be made available. Any change to the election must be made prior to the first duty day of the fiscal year of the deferment.~~

~~An employee who quits the service of the District shall be paid all wages due on the regular payday for the pay period during which termination occurs. Such wages may be paid by mail if requested.~~

~~An employee who is discharged from service of the District shall be paid all wages due within ten (10) calendar days from the date of discharge.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~[15-502](#)~~

~~[23-351](#)~~

~~[23-353](#)~~

~~GROSS REF.:~~

~~[GCQF](#) - Discipline, Suspension, and Dismissal of Professional Staff Members~~

~~[GDQD](#) - Discipline, Suspension, and Dismissal of Support Staff Members~~

~~[Remove per PA 904 - May 2025](#) (Merged with Policy DK)~~

Compare Policy Advisory "DKA-E ©" to Policy in Manual

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

DKA-E ~~©~~ ©

EXHIBIT

PAYROLL PROCEDURES / SCHEDULES

~~DEFERRED WAGE PAYMENT ELECTION FORM~~

~~By my signature I hereby acknowledge that I have read and understand the School District's policy on deferred wages. Furthermore, by my signature on this form I am electing to defer payment of my wages on an annualized basis consisting of twenty-six (26) payments. I understand that any change from an annualized election of payment requires that I notify the District prior to the beginning of duty for the fiscal year in which the change is being given.~~

Signature _____ Position _____

Printed name _____ Date signed _____

Remove per PA 904 - May 2025 (Moved to Policy DK-EB.)

Compare Policy Advisory "DN © SCHOOL PROPERTIES DISPOSITION" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

DN © SCHOOL PROPERTIES DISPOSITION

Sale or Lease of Property

The Board may sell or lease to the state, a county, a city, another school district or a tribal government agency any school property required for public purpose provided the sale or lease of the property will not affect the normal operation of a school within the District and the District is in compliance with Policy FCB, Retirement of Facilities, and A.R.S. [15-189342](#).

Disposition of Surplus Materials

The School District shall determine the fair market value of excess and surplus property.— Except as provided in A.R.S. [15-342](#), surplus materials, regardless of value, shall be offered through competitive sealed bids, public auction, established markets, trade-in, posted prices, or state surplus property.—If unusual circumstances render the above methods impractical, the District may employ other disposition methods, including appraisal or barter, provided the District makes a determination that such procedure is advantageous to the District.— Only United States Postal Money Orders, certified checks, cashier's checks, or cash shall be accepted for sales of surplus property unless otherwise approved by the District or for sales of less than one hundred dollars (\$100).

~~Exceptions for~~ **Exceptions for** Disposition ~~of~~ **of** Learning Materials ~~and~~ **and** Equipment

The Board authorizes the Superintendent to establish regulations for the disposal of surplus or outdated learning materials to nonprofit community organizations when it has been determined that the cost of selling such materials equals or exceeds estimated market value of the learning materials.

The Board may sell used equipment to a charter school or private school before attempting to sell or dispose of the equipment by other means.

~~Competitive Sealed Bidding~~

~~Notice of the sale bids shall be publicly available from the District at least ten (10) days before the date set for opening bids. Notice of the sale bids shall be mailed to prospective bidders, including those on lists maintained by the District pursuant to A.A.C. [R7-2-1023](#). The notice of the sale bids shall list the materials offered for sale; their location; availability for inspection; the terms and conditions of sale; and instructions to bidders, including the place, date, and time set for bid opening. Bids shall be opened publicly pursuant to the requirements of A.A.C. [R7-2-1029](#).~~

~~The award shall be made, in accordance with the provisions of the notice of the sale bids, to the highest responsive and responsible bidder, provided that the price offered by such bidder is acceptable to the District. If the District determines that the bid is not advantageous to the~~

~~District, the District may reject the bids in whole or in part and may resolicit bids, or the District may negotiate the sale, provided that the negotiated sale price is higher than the highest responsive and responsible bidder's price.~~

Auctions

Auctions shall be advertised at least two (2) times prior to the auction date in a newspaper of the county as defined in A.R.S. [11-255](#).— Advertisements must be at least seven (7) days apart.— All of the terms and conditions of any sale shall be available to the public at least twenty-four (24) hours prior to the auction date.

Before surplus materials are disposed of by trade-in to a vendor for credit on an acquisition, the District shall approve such disposal.— The District shall base this determination on whether the trade-in value is expected to exceed the value realized through the sale or other disposition of such materials.

An employee of the District or a Governing Board member shall not directly or indirectly purchase or agree with another person to purchase surplus property if said employee or Board member is, or has been, directly or indirectly involved in the purchase, disposal, maintenance, or preparation for sale of the surplus material.

~~State Surplus Property Manager~~State Surplus Property Manager

Except as provided in A.R.S. [15-342](#), the District may enter into an agreement with the State Surplus Property Manager for the disposition of property pursuant to Article 8 of the Arizona Procurement Code [A.R.S. [41-2601](#) et seq.] and the rules promulgated thereunder.

~~Donation of Surplus~~Donation of Surplus

The Board may donate surplus or outdated learning materials, educational equipment and furnishings to nonprofit community organizations where the Board determines the anticipated cost of selling the learning materials, educational equipment or furnishings equals or exceeds the estimated market value of the materials.

~~Offer to Sell~~Offer to Sell

The Board may offer to sell outdated learning materials, educational equipment or furnishings at a posted price commensurate with the value of the item to pupils who are currently enrolled in the District before those materials are offered for public sale.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

~~15-489~~[341](#)

~~15-341~~[342](#)

~~15-342~~[727](#)

[15-729](#)

A.A.C.

[R7-2-1131](#)

A.G.O.

I80-036

I80-189

U.S.F.R. Sec. III-J-5(10); App. B(6)

CROSS REF.:

[BCB](#) - Board Member Conflict of Interest

[FCB](#) - Retirement of Facilities

[GBEAA](#) - Staff Conflict of Interest

[IJJ](#) - Textbook/Supplementary Materials Selection and Adoption

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.

Agenda Item Number – VIII- F

Agenda Item

Approval of IGA for Special Education Services Agreement

For Board: ☒ Action ☐ Discussion ☐ Information

Background –

Osborn desires to provide other districts students with the special education offered by OSBORN's [EDP Program - SEAS (Social Emotional and Academic Supports)] (the "Educational Program"), on premises provided by Osborn.

This Agreement outlines the responsibilities of each of the parties and the terms of the agreement, including the 25/26sy Osborn Tuition Rates.

Legal

A.R.S. §11-952

Financial

Adopted budget sets forth the budget capacity of District spending in 2025/26.

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board approve the IGA for Special Education Services Agreement, including the 25/26sy Osborn Tuition Rates.

Moved _____ Seconded _____ P/F

Osborn Elementary School District No. 8

and

District B

SPECIAL EDUCATION SERVICES AGREEMENT

THIS SPECIAL EDUCATION AGREEMENT (the "Agreement") is made by and between Osborn Elementary School District No. 8, ("OSBORN "), and District B, ("DISTRICT B").

RECITALS

WHEREAS OSBORN and DISTRICT B are authorized to provide special education services pursuant to A.R.S. §15- 342, and the Individuals With Disabilities Education Act 2004 (IDEA); and

WHEREAS OSBORN and DISTRICT B are authorized to enter into an intergovernmental agreement to jointly exercise powers common to both parties, such as the provision of special education services; and

WHEREAS OSBORN desires to provide DISTRICT B students with the special education offered by OSBORN's [EDP Program - SEAS (Social Emotional and Academic Supports)] (the "Educational Program"), on premises provided by OSBORN.

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties hereby agree as follows:

Section 1. Term

The initial term of this Agreement shall be a period of twelve (12) months, commencing on July 1, 2025 and continuing until June 30, 2026. This Agreement may be renewed annually for each successive calendar year, upon approval by both parties.

Section 2. OSBORN Responsibilities

- 2.1 In order to develop and implement a district-based Educational Program to serve students who require services in the EDP setting, Osborn shall provide the following minimum personnel ("Staff Members"): (1) campus administrator, (1) social worker, (1) special education teacher, and (2) behavior techs.
- 2.2 OSBORN shall provide all materials and supplies it deems necessary to the efficient running of the Educational Program.
- 2.3 OSBORN shall submit a weekly student attendance report to DISTRICT B. All reports shall be signed by the designated classroom teacher and submitted to DISTRICT B by the designated campus administrator.

- 2.4 OSBORN shall provide (1) classroom with a capacity of at least 12 students. Each classroom shall be equipped by OSBORN with necessary desks and chairs for the students and Staff Members. All utilities, cleaning and maintenance of the classrooms shall be provided by OSBORN.
- 2.5 OSBORN shall provide office space adequate to accommodate administrative personnel. In the event that the Educational Program exceeds twelve (12) students, OSBORN shall provide a 2nd classroom to accommodate up to twelve (12) additional students, in accordance with Arizona Department of Education's ("ADE") capacity limits for self-contained special education classrooms.
- 2.6 OSBORN shall provide student breakfast and lunches.
- 2.7 OSBORN shall provide speech therapy, occupational therapy, and physical therapy to qualifying students through OSBORN resources and personnel.
- 2.8 Under a twelve (12) classroom model, OSBORN may refer up to eight (8) students to the Educational Program and shall ensure adequate student referrals to maintain the Educational Program through the academic school year. Under a twenty-four (24) classroom model, OSBORN may refer up to sixteen (16) students to the Educational Program. DISTRICT B may place up to FOUR (4) students in the Educational Program. Additional students may be placed in the Educational Program upon written agreement of both parties.

Section 3. DISTRICT B Responsibilities

- 3.1 DISTRICT B shall provide transportation of its students to the OSBORN EDP - SEAS Program.

Section 4. The Educational Program

- 4.1 The Educational Program provided by OSBORN shall include Arizona approved curriculum and a structured behavioral/academic/therapeutic program. The program shall include behavior management services, the implementation of Individual Education Programs ("IEP"), and all necessary reporting. Special education services shall be provided to students identified with an emotional disability (ED) and other students by mutual agreement of the parties.
- 4.2 The Educational Program shall follow the school calendar of OSBORN; the hours of the Educational Program operation shall be determined in relation to school hours at OSBORN, and by the minimum requirements set by the State.
- 4.3 Student IEP goals will be determined by the student's IEP team, and may include such areas as social skills development, problem solving and decision making, conflict resolution and behavioral contracting, academic goals, and other domains of learning deemed appropriate by the IEP team.
- 4.4 This contract contemplates a maximum of twelve (12) students will be attending the Educational Program at any one time. OSBORN shall not be obligated to provide services to more than those twelve (12) students unless, by mutual

written agreement between both parties, a second (2nd) classroom is added to the Educational Program. A second (2nd) classroom would permit a maximum of twenty-four (24) students at any one time.

Section 5. Compensation

In order to compensate OSBORN for the costs associated with the Educational Program, DISTRICT B shall provide payment to OSBORN as follows:

- 5.1 DISTRICT B shall be invoiced an amount per the current pricing sheet for that school year to include annual tuition plus cost of any additional services provided.
- 5.2 OSBORN shall submit monthly invoices to DISTRICT B based upon the number of students at the monthly cost. Payment shall be due within fifteen (15) days of the invoice being sent by OSBORN .

Section 6. Termination of Agreement

- 6.1 This Agreement is subject to the cancellation pursuant to A.R.S. §38-511, the provisions of which are incorporated herein by reference.
- 6.2 Either party may terminate this Agreement for a material breach of this Agreement upon 30 days' written notice to the other party at the addresses indicated below. In any event, this Agreement shall be deemed terminated no later than the effective date of any resolution adopted by either party's governing board to withdraw from this Agreement. At the time of termination, OSBORN shall invoice DISTRICT B for all services provided to that date which invoices shall be paid within 30 days thereafter.
- 6.3 If the either party's performance under this Agreement depends upon the appropriation of funds by the Arizona Legislature, and if the Legislature fails to appropriate the funds necessary for performance, then either party may provide written notice of this to the other party and cancel this Agreement without further obligation. Appropriation is a legislative act and is beyond the control of both parties.

Section 7. Budget and Disposition of Property Upon Termination of Agreement

- 7.1 Each DISTRICT will satisfy its obligations under this Agreement from each DISTRICT's own M&O budget.
- 7.2 The parties do not anticipate having to dispose of any property upon partial or complete termination of this Agreement. However, to the extent such disposition is necessary; property shall be returned to its original owner.

Section 8. Compliance with Applicable Laws

- 8.1 The parties, their employees and agents shall comply with applicable federal and state laws pertaining to the maintenance and disclosure of student records, including 20 U.S.C. §1232 (g) of the Family Educational Rights and Privacy Act

- (“FERPA”) and A.R.S. §15-141 and §15-142. The parties hereby designate their respective employees as “school officials” for the purposes of 34 C.F.R. § 99.31.
- 8.2 Both parties agree to comply with all applicable provisions of state and federal laws and regulations, including the Americans with Disabilities Act and Executive Order 99-4, which is incorporated herein by reference, mandating non-discrimination and requiring that all persons, regardless of race, religion, sex, age, national origin or political affiliation shall have equal access to employment opportunity.
- 8.3 Both parties agree to comply with all applicable federal, state, and local laws governing the parties’ obligations under this agreement.

Section 9. Insurance and Indemnification.

- 9.1 OSBORN agrees to procure and maintain throughout the duration of this Agreement such policies of general, professional liability and other insurance as shall be necessary to insure OSBORN, its employees, agents and contractors against any claim or claims for damages arising by reason of personal injuries or death occasioned directly or indirectly in connection with the performance of any service by OSBORN, its employees, agents and contractors pursuant to this agreement.
- 9.2 DISTRICT B agrees to procure and maintain throughout the duration of this Agreement such policies of general, professional liability and other insurance as shall be necessary to insure DISTRICT B, its employees, agents, invitees, students and contractors against any claim or claims for damages arising by reason of personal injuries or death occasioned directly or indirectly in connection with the performance of any service by OSBORN, its employees, agents, contractors, invitees or students pursuant to this agreement. Each party to this Agreement shall indemnify the other, its officers, directors, employees and representatives, against any and all liability, costs, damages, claims or demands including reasonable legal fees and expenses arising out of the negligent or willful act of the indemnifying party, its agents or employees regarding duties and responsibilities pursuant to this agreement.

Section 10. Dispute Resolution and Arbitration

- 10.1 Dispute Resolution. Any disputes between the parties arising with respect to the performance or interpretation of this agreement shall first be resolved through negotiations between designated representatives of the parties who have authority to settle the dispute. If the matter has not been resolved within sixty (60) days of the party’s request for negotiation, either party may initiate arbitration in accordance with Section 10.2 by providing written notice to the other party.
- 10.2 Arbitration. Any controversy or claim between the parties arising out of, or relating to, this Agreement and/or any Attachment shall be resolved in accordance with Section 11.1 of this Agreement. In the event the matter is not resolved pursuant to Section 11.1, either party wishing to pursue the dispute shall submit it to binding arbitration conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association (“AAA”). Notwithstanding the foregoing, in no event may any arbitration be initiated more

than one (1) year following the sending of written notice of the dispute. Any arbitration proceeding under this Agreement shall be conducted at a location within Arizona at a location designated by OSBORN. The arbitrators shall have no right to award any punitive or exemplary damages or to vary or ignore the terms of this Agreement and shall be bound by controlling law. Each party shall bear its own costs related to the arbitration except that the costs imposed by the AAA shall be shared equally. The existence of a dispute or arbitration proceeding shall not in and of itself constitute cause for termination of this Agreement. Notwithstanding any dispute arising under this Agreement, each party hereto shall continue to perform its obligations hereunder pending the decision of the arbitrator. This provision shall survive any termination of this Agreement.

Section 11. Miscellaneous

- 11.1 This Agreement contains the entire agreement between the parties hereto and supersedes all prior and contemporaneous agreements and understandings between the parties respecting the subject matter hereof. Should any provision of the Agreement be held to be invalid, void or unenforceable, or waived whether by conduct or otherwise, in any one or more instances, it shall not affect the enforceability of the remaining provisions of this Agreement which shall be read as if such term or provision held invalid, void, unenforceable or waived were never part hereof. This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona.
- 11.2. No supplement, modification or amendment of any term, provision or condition of this Agreement shall be binding or enforceable unless executed in writing by the parties hereto.
- 11.3 Each party hereto represents and warrants to the other as follows:
 - (a) This Agreement has been duly authorized by such party by all requisite corporate action and such party has the corporate power and authority to execute and deliver, and to perform its obligations under, this Agreement.
 - (b) This Agreement constitutes a valid and binding obligation of such party, enforceable against such party in accordance with its terms, except as the enforceability thereof may be limited by bankruptcy, insolvency, reorganization, moratorium or other laws affecting the rights of creditors generally.
- 11.4 No failure or delay by either party in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right, power or privilege.
- 11.5 This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.
- 11.6 In any case where any notice or other communication is required or permitted to be given hereunder, such notice or communication shall be in writing and (a)

personally delivered, (b) sent by registered United States mail, postage prepaid, return receipt requested, (c) transmitted by telecopy (with confirmation of receipt received) or (d) sent by way of a recognized overnight courier service, postage prepaid, return receipt requested, with instructions to deliver on the next business day, in each case as follows:

(i) If to OSBORN , to:

1226 W. Osborn Road Phoenix, AZ 85013
Attention: Superintendent

(ii) If to DISTRICT B, to:

[INSERT ADDRESS]
Attention: Superintendent

All such notices or other communications shall be deemed to have been given or received (a) upon receipt if personally delivered, (b) on the fifth day following posting if by registered United States mail, (c) when sent if by confirmed telecopy or (d) on the next business day following deposit with an overnight courier if sent by an overnight courier.

- 11.7 Any litigation arising out of this Agreement shall be brought in the courts of the State of Arizona.
- 11.8 This Agreement must be submitted to legal counsel for each party for a determination that it is in proper form before it is effective.
- 11.9 Pursuant to A.R.S. §§ 35-391.06 and 35-393.06, the parties hereby warrant, and represent to each other, that they do not have, and their subcontractors do not have and during the term hereof will not have a scrutinized business operation in either Sudan or Iran.
- 11.10 Pursuant to A.R.S. § 38-511, the state or any of its political subdivisions may, within three years of Agreement execution, cancel it without further penalty or obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement is at any time while the Agreement is in effect, an employee or agent of any other party to the Agreement in any capacity or a consultant to any other party, of the Agreement with respect to the subject matter of the Agreement. Cancellation made pursuant to this provision shall be effective when either party receives written notice of the cancellation unless the notice specifies a later time.

THIS AGREEMENT CONTAINS A BINDING ARBITRATION PROVISION THAT MAY BE ENFORCED BY THE PARTIES.

This Agreement shall become effective as of the date the OSBORN and DISTRICT B has approved the Agreement in a properly noticed Governing Board meeting and the parties have signed the Agreement as provided below.

Osborn

By: _____

Name: _____

Title: _____

Date: _____, 2025

District B

By: _____

Name: _____

Title: _____

Date: _____, 2025

Attorney Approval: This Agreement has been reviewed on behalf of the respective District identified below, pursuant to A.R.S.11-952, by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the state of Arizona to each of the DISTRICTS of the Agreement.

For Osborn Elementary School No. 8

_____ Attorney Name	_____ Signature	_____ Date
------------------------	--------------------	---------------

For [District B]

_____ Attorney Name	_____ Signature	_____ Date
------------------------	--------------------	---------------



OSBORN SCHOOL DISTRICT #8

1226 W Osborn Rd Phoenix, AZ 85013

Phone: (602) 707-2000 Fax: (602) 707-2040

www.osbornschools.org

EDP-SEAS Rate Sheet 2025-26

Basic Tuition Daily Cost (180 days).....	\$195.00/day*
Speech & Language Therapy.....	\$80.00/hour
Occupational Therapy.....	\$80.00/hour
Physical Therapy.....	\$80.00/hour
School Health Services.....	\$45.00/hour
Counseling for Students.....	\$80.00/hour
1:1 Paraprofessional/Behavior Tech.....	\$225.00/day
Psychoeducational Assessment (MET).....	\$80.00/hour
Evaluation for Speech, PT, Counseling, or OT.....	\$80.00/hour
ESY Tuition - Summer.....	\$140.00/day
ESY 1:1 Paraprofessional/Behavior Tech - Summer.....	\$100.00/day
Cost for Specialized Curriculum/PD.....	\$200.00/year

*Tuition is billed for every day student is placed/enrolled in the regular 180 school days

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.

Agenda Item Number – IX

Agenda Item

Board Development

For Board: ☐ Action ☒ Discussion ☒ Information

Background –

Legal

Financial

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.

Agenda Item Number –X

Agenda Item

Reflections/Feedback on Meeting

For Board: ☐ Action ☒ Discussion ☒ Information

Background –

Reflect on the business of tonight's meeting. You may comment on how it aligns to our goals.

Legal

Financial

Governing Board Goals

- ☐ Community Connectedness and Increased Enrollment
- ☐ Maximize Student Learning & Achievement from PreK to High School
- ☐ Stewardship and Boardmanship
- ☐ Equity & Excellence for Opportunity and Outcomes

Recommendation

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

July 15, 2025

Board Meeting

The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.

Agenda Item Number – XI

Agenda Item

Future Agenda Items

For Board: ☐ Action ☒ Discussion ☒ Information

Future

Mr. Thompson

- Explore options for policy services (to be explored beginning with outreach in fall 2025)

Agenda Item Number – XIII

Adjournment

Moved _____ Seconded _____ P/F