

**OSBORN SCHOOL DISTRICT NO. 8**  
**GOVERNING BOARD MEETING**  
**February 18, 2025**

**Regular Meeting – 5:30 P.M.**  
**Doors Open at 5:15 PM**

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

**THE OSBORN DISTRICT OFFICE**  
**1226 WEST OSBORN ROAD**  
**PHOENIX, AZ 85013**

*The Governing Board will hold this meeting through technological access. Members of the public may attend in person, via Youtube Livestream. Access to the livestream is found [here](#):*

*The public will be able to listen to the meeting live through livestream. An Osborn employee will read the Call to the Public comments. Any communication received in Spanish, will be translated and read to the members of the Governing Board in English. The comments in their entirety will be presented to the Governing Board in writing. You may also present a live Call to the Public if you are attending in person or on the Youtube Livestream. An individual wishing to address the Governing Board using technological access must email their message or request to speak live to [lnye@osbornsd.org](mailto:lnye@osbornsd.org) by 12:00pm on Tuesday, February 18, 2025*

*Agendas are available at least 24 hours prior to each meeting in the District Office at 1226 West Osborn Road, 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 A.R.S. §38-431.03(A)(3). Accommodations for individuals with disabilities, including alternative format materials, sign language interpretation, assistive listening devices, or assistance with Calls to the Public 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.*

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**I. Call to Order**

**II. Pledge of Allegiance/Land Acknowledgement/ School Presentation**

Encanto School will be presenting on the leadership efforts of their Student Council

**District Celebrations and Announcements**

1. Encanto School presentation
2. Spread L.O.V.E. Awards from Encanto School
3. Recognition of A+ School visits for OMS and Clarendon
4. Milken Educator Award winner Jeff Martin

**III. Consent Agenda – Approval of Items Since January Meeting**

- A. Ratification of Accounts Payable Vouchers
- B. Ratification of Payroll Vouchers
- C. Board Minutes
  1. January 21, 2025 Regular/Organizational Meeting
  2. February 11, 2025 Work Study
- 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
- E. Donations
- F. Expenditure and Revenue Report
- G. Student Activities Statement of Revenue and Expenditures
- H. Disposal of Equipment
  - I. Adoption of Revised DOA Travel Policy
- J. Approval of out of state travel for up to 10 staff to the AASBO's Annual Spring Conference in Laughlin, NV from April 2 - 4, 2025.
- K. Approval of Emergency Procurement Temporary Boiler Rental
- L. Approval of Revised 2024/2025 School Calendar for Montecito School
- M. Out of state travel for Principal Jeff Martin to travel to Los Angeles to attend the Milken Educator Awards Forum April 1-4, 2025
- N. Approval of Cooperative Purchasing Agreement with NAU's Education Technology Consortium

**IV. Call to the Public**

**V. Board Presentation-  
Technology**

**VII. Administrative Reports Since January Meeting**

- A. Administrative Reports—Principals and district office administrators submit progress reports on work completed in their school/department as well as upcoming events. Principal reports are also sent to parents to improve communication. Board members may comment.
- B. Suspension Report for the month of January
- C. Student Absence Report for month of January
- D. Substitute Teacher Report for the month of January
- E. Student Enrollment Report as of February
- F. Budget Committee Update

**VIII. INFORMATION UPDATES**

- A. Bond Update

**IX. Action Items**

- A. Recommendation to approve contract language and issue 2025-26 Certified Teacher Contracts
- B. Recommendation to approve contract language and issue 2025-26 Support Professionals, Classified Exempt and Administrator Contracts
- C. Approval of Internet Access & WAN RFPs - ERATE funding
- D. Second Review and Approval of ASBA Recommended Revisions to IHB-R
- E. First Review and Approval of Policy JBA—Safe Learning Environment

**X. Board Development**

Discussion of Strategic Planning for School Leaders, Chapters 6 and 7

**XI. Reflections/Feedback on Meeting**

Reflections on the business of this meeting. Governing Board members may comment on how reflections align to Board goals.

**XII. Future Agenda Items**

**XIII. Adjournment**

**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number – I/II**

**Agenda Item**

**Call to Order**

**Pledge of Allegiance/School Presentation/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**

Encanto is thrilled to be presenting the amazing things going on during the 2024-2025 school year. We will be presenting our Encanto Student Council and the leadership efforts of these students. Students will be there to speak to their efforts in leadership this year.

**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**  
**February 18, 2025**  
**Board Meeting**

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

**Agenda Item Number – III**

**Agenda Item**

**District Celebrations and Announcements**

For Board:     Action             Discussion             Information

**Background –**

1. Encanto School presentation
2. Spread L.O.V.E. Awards from Encanto School
3. Recognition of A+ School visits for OMS and Clarendon
4. Milken Educator Award winner Jeff Martin

**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**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number – IV-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 January 1 through January 31, 2025.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ P/F

**Osborn School District No. 8**  
**Summary of FY25 Accounts Payable Vouchers Processed**  
**1/1/25 through 1/31/25**

<b>Fund Title</b>	<b>Fund #</b>	<b>Total</b>
M & O	1	402,077.37
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	2,348.30
Title I Targeted Support & Improvem	115	0.00
Title I Targeted Support & Improvem	116	0.00
Title IIA - Improving Teacher Quality	140	0.00
Title IIA - Improving Teacher Quality	141	1,580.02
TITLE IV-SAFE & DRUG FREE BASIC	160	0.00
Title IV- Safe & Drug free basic	161	199.61
21st Century (Enc, Sol)	162	1,172.18
21st Century (CL, LV, OMS)	163	469.26
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	15,961.36
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	1,066.69
EPACLEAN BUSES GRANT	308	0.00
AZ NURSES WORKFORCE GRANT	310	0.00
PRE School Dev GRANT	320	512.34
AZ PRIME GRANT	321	22,260.00
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	2,723.69
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 GRA	364	48,222.70
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	1,859.15
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 PI-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	89,325.86
Civic Center	515	0.00
Community School	520	2,674.24
Community School Montessori	521	0.00
Auxiliary Operations	525	0.00
Extra Curr Tax Fees CR	526	0.00
Gift and Donations	530	4,987.86
Fingerprint	540	20.00
Insurance Proceeds	550	0.00
Textbooks	555	0.00
LITIGATION RECOVERY	565	0.00
Indirect Costs	570	2,265.00
Unemployment Insurance	575	0.00
Insurance Refund	585	0.00
Unrestrict Capital Outlay	610	331,652.01
Bond Building funds	630	43,445.00
Energy & Water Savings	665	0.00
SFB BUILDING RENEWAL	691	0.00
Student Activities	850	0.00
Employee Insurance Fund	855	197,115.85
		<u>1,171,938.49</u>

**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number – IV-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 January 1 through January 31, 2025.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ P/F



# Osborn School District No. 8

## Summary of Payroll Vouchers 1/01/25 thru 1/31/25

Fund Title	Fund	Total
Maintenance & Operation	001	1,246,615.74
Proposition 301	011	149,076.70
Proposition 301	012	202.32
Instructional Improvement Fund	020	5,666.74
Structured English Emersion	71	0.00
Title I Disadvantaged Grant	101	81,010.23
Title IIA	141	352.47
	160	0.00
Title IV	161	934.78
21st CCLC Grant	162	3,977.90
21st CCLC Grant	163	4,538.59
Title III	191	3,722.55
Title VII-Indian Ed	200	3,736.33
IDEA - General Entitlement Grant	220	0.00
IDEA - BASIC	221	48,207.33
IDEA-Preschol Grant	222	0.00
IDEA EDISA - 3 TRAININ	223	1,849.07
ARP- IDEA PRESCHOOL	227	0.00
ARP- IDEA BASIC	228	0.00
Johnson O'Malley	231	3,736.36
Medicaid Reimbursement Fund	290	23,192.18
AZ Prime Grant	321	37,003.64
HQEL Grant	333	0.00
ESSER ROUND III	346	0.00
FED ED INNOVATION RESEARCH	364	3,272.13
RESULTS BASED FUNDING	457	18,464.04
na	472	14,732.35
FOUNDATIONAL LITERACY GRANT	473	14,422.44
OIE RISE GRANT	475	3,005.87
SCHOOL SAFETY GRANT	480	34,515.36
STATE TUTORING	483	0.00
Food Service Fund	510	73,427.38
Civic Center	515	6,433.20
Community Schools	520	34,291.75
Community Schools-Montessori	521	29,795.64
Extra Curr Tax Fees	526	0.00
Gifts & Donations	530	4,463.42
Indirect Costs Fund	570	25,303.73
UNRESTRICT CAPITAL OUTLAY	610	0.00
		\$ 1,875,950.24

**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number – IV-C-1-2**

**Agenda Item**

**Approval of Governing Board Minutes**

For Board:  Action       Discussion       Information

**Background –**

Approval is requested for the minutes of the following meetings:

1. Organizational/Regular Meeting of January 21, 2025
2. February 11, 2025 Work Study

**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 Organizational and Regular Meeting  
January 21, 2025

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The Organizational and Regular Meeting of the Osborn School District Governing Board was called to order at 5:31 p.m. by Board President Ed Hermes.

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

**Pledge of Allegiance/School Presentation/Land Acknowledgement**

Clarendon students led the pledge. President Hermes read the land acknowledgement.

Mrs. Greenberg arrived at 5:35 PM.

Principal Martin shared that in alignment with the district mission the school focus is on the whole child noting that two of the schools 21<sup>st</sup> Century After School Programs would be highlighted.

Clarendon teacher Kayce Kahl shared about the Girls on the Run program and recognized 4 of the 5 girls who have been in the program since the program started noting that there are currently 27 girls in the program. Ms. Kahl also leads the Heart and Soul program at OMS for middle school girls. McKinley Borghaus then shared her story and what the program has meant to her.

Clarendon School Clerk Carolina Villacorta who runs the program introduced students Isabella and Ilea who shared what they like about being in Dance Crew. Students performed for members and Ms. Villacorta said she was happy to have boys participate in the club this year.

**District Celebrations and Announcements**

Principal Martin recognized Spread L.O.V.E. award recipients:

Joy: Lorena Villanueva  
Growth: Brianna Bedonie  
Relationships: Mayra Hernandez  
Integrity: Nolan Marshall  
Equity: Sara Borghaus

A break was called at 6:06 PM.

Meeting resumed at 6:15 PM.

President Hermes welcomed Eric Thompson as a new member.

**Consent Agenda – Approval of Items Since October Meeting**

- A. Ratification of Accounts Payable Vouchers
- B. Ratification of Payroll Vouchers
- C. Board Minutes

1. December 17, 2024 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
- E. Donations
- F. Expenditure and Revenue Report
- G. Student Activities Statement of Revenue and Expenditures
- H. Disposal of Equipment
- I. Out of state travel to Teach For America's Schools to Learn From program on May 7-9 2025 in Durham, NC for Clarendon Principal, Jeff Martin.
- J. Approval of out of town travel for the Clarendon 6th grade field trip to the Grand Canyon May 16, 2025.
- K. Approval of the continuation of the service agreement between AIR and Osborn School District to support programmatic expectations and compliance for the EIR grant
- L. Annual Appointment of Student Activities Treasurer

Mrs. Greenberg requested a list of schools Principal Martin will be visiting on his trip.

Mrs. Ramos moved to approve. Mrs. Greenberg seconded. Motion carried 5-0

Mr. Thompson aye  
Mrs. Ford aye  
Mrs. Ramos aye  
Mrs. Greenberg aye  
Mr. Hermes aye

### **Call to the Public**

President Hermes read a statement from Encanto teacher Ms. Callisen stating that as a dual language teacher 3 half days is not sufficient time to speak with all parents. She requested to either move to 5 half days for conferences or that the district provide compensation for the additional time worked.

President Hermes then read a second statement from Ms. Callisen that asked for the current placement schedule be changed to a step schedule as well as creating meet and confer to create an equitable salary schedule.

### **Board Presentation**

Dr. Woodland provided an overview of the human resources department over the past 3 years and shared aspects normally thought to be associated with HR and provided a snapshot of what the department does in those areas. She then shared her thoughts around what she would like to bring to the district in the future. Hopes for the future include:

12 weeks paid parental leave

Medical leave bank  
Sustainable funding for sped teacher stipends  
Professional growth opportunities for classified staff  
Reduce absenteeism

Discussion followed.

**Admin Reports**

No comments.

**Bond update**

Elizabeth Thielen provided an update on projects including the completed STRIVE play area at Solano. Both Clarendon and Encanto play areas have been fenced off with installation to begin soon. Ms. Thielen provided an overview for each of the projects noting that life cycle analysis will also be needed.

**Action Items**

**Approval of School Calendars for 25/26 and 26/27**

Dr. Robert provided a recap of the conversation from the previous meeting and discussion took place about feedback on the options. President Hermes questioned what could be done to accommodate Ms. Callisen's concerns around conferences with general agreement to not make a change to a week of early dismissals.

Mrs. Ford motioned to approve calendar A. Mr. Hermes seconded. Motion did not pass in a vote of 2-3.

Mrs. Ford aye  
Mr. Hermes aye  
Mrs. Greenberg nay  
Mrs. Ramos nay  
Mr. Thompson nay

Mrs. Ramos noted that in discussions she had with teachers option B was the preferred calendar. Mr. Thompson concurred.

Mrs. Ramos motioned to approve calendar B. Mr. Thompson seconded. Motion passed 3-2

Mrs. Ford nay  
Mr. Hermes nay  
Mrs. Greenberg aye  
Mrs. Ramos aye  
Mr. Thompson aye

**First review of revisions to ASBA policy IHB-R**

Dr. Robert explained that the majority of revisions were in reference to statute noting that there were also changes relating to graduation and high school but those changes do not apply to Osborn.

Mrs. Greenberg motioned to approve. Mrs. Ramos seconded. Motion carried 5-0.

Mrs. Ford aye  
Mr. Hermes aye  
Mrs. Greenberg aye  
Mrs. Ramos aye  
Mr. Thompson aye

### **Board Reorganization**

#### **Election of President**

Mr. Hermes asked for nominations for Governing Board President.

Mrs. Greenberg nominated Mrs. Ramos who accepted the nomination. Mr. Hermes seconded. No other nominations were made.

Motion carried. 5-0.

Mr. Hermes aye  
Mr. Peralta aye  
Mrs. Greenberg aye  
Mrs. Ramos aye  
Mrs. Ford aye

#### **Election of Clerk**

Mrs. Ramos nominated Mrs. Greenberg who accepted the nomination. Mr. Thompson seconded.

Motion carried 5-0.

Mr. Hermes aye  
Mr. Peralta aye  
Mrs. Greenberg aye  
Mrs. Madison Ramos aye  
Mrs. Ford aye

#### **Establishment of Meeting Dates, Times, Places**

Dr. Robert noted changes in proposed dates to align with the intended days and recommended a start time of 5:30 PM for regular meetings and a 4:30 PM start time for work study meetings.

Discussion took place and members expressed preference for all meetings to be scheduled on Tuesdays with a 5:30 start time. Additionally they shared preference to not have a work study in October and to schedule a December 2<sup>nd</sup> meeting instead.

President Hermes moved to approve as amended. Mrs. Greenberg seconded. Motion carried 5-0.

Mr. Hermes aye  
Mr. Peralta aye  
Mrs. Greenberg aye

Mrs. Ramos aye  
Mrs. Ford aye

### **Board Development**

#### **Discussion of A Strategic Planning for Leaders Chapters 6 & 7**

Dr. Robert noted that both chapters related to strategic planning with a goal to have a portrait of a learner. He being with every school community January/ February and again in April/May for a deep dive.

He said chapter 6/7 talked about building capacity or space for professional learning adding that the district's Wednesday early release provides the space and chapter 7 covered implementation.

Mr. Hermes appreciates the thankful for the capacity that district has built in. He also appreciates having the Governing Board goals on Board pages as a reminder and looks forward to the new Board focusing on smart goal.

Mrs. Ford expressed not wanting to add things to a plate and the responsibility of all school members meeting student needs. Adding that developing the strategic plan will be a good time to remove things not needed.

Mrs. Ramos expressed appreciation for graphs that show progress on achievement goals. And looks forward sharing the information with the community.

Mrs. Greenberg said she wants to ensure transparency around roles and timelines once goals are developed as well as having community involvement.

#### **Strategic Planning Calendar for 2025**

Dr. Robert will email this information to members.

### **Reflections**

Mr. Thompson thanked Clarendon staff and students and said he is happy to be on the Board.

Mrs. Ford stated that the upcoming changes are a reminder of the importance of education and educating the future and thanked Clarendon for their celebration of after school programs.

Mrs. Ramos enjoyed the Clarendon presentation and was impressed with the dance club. Dr. Woodland was thanked for her insightful presentation add that the district is trying to stay ahead and have polices in place to protect families.

Mrs. Greenberg said she is excited to share safe haven policy and stated that she would like to ensure all students in the community learn critical thinking skills.

Mr. Hermes welcomed new member Mr. Thompson and looks forward to the next 4 years. Congratulating new President Ramos he said he has enjoyed his time in the role. He enjoyed Dr. Woodland's presentation and looks forward to working together on family and student safety.

OSBORN SCHOOL DISTRICT NO. 8  
Governing Board Organizational and Regular Meeting  
January 21, 2025

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Dr. Robert thanked Principal Martin and Dr. Woodland for their presentations. Congratulating President Ramos he thanked Mr. Hermes for serving in the role for the past 2 years.

**Future**

**Mr. Thompson**

- Would like to see financial numbers in order to explore possible options for paid parental leave

**Mrs. Ford**

- Would like to see all extra duty addenda for dual language
- Financial compensation for dual language to be sure they are comp fairly

**Mrs. Greenberg**

- Would like to find out how much time Special Education teachers are spending on meetings outside of hours.

**Adjournment**

President Ramos declared the meeting adjourned at 8:28 PM.

Minutes submitted by:

\_\_\_\_\_  
Lisa Nye, Executive Assistant  
to the Superintendent and Governing Board

\_\_\_\_\_  
Leanne Greenberg, Board Clerk



The Special Meeting of the Osborn School District Governing Board was called to order at 5:30 pm by Board President Ramos.

**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

Member Hermes arrived at 5:34 pm.

**Cell Phones in Schools-Administrative Team Update**

A short discussion took place about practices in other districts and current Osborn practices. Dr. Robert stated that the elementary schools do not allow cell phones to be used from the time the bell rings in the morning until after the dismissal bell in the afternoon. OMS does not allow cell phones to be used during class but may be used during lunch. He explained that recent discussions with principals and the Director of Transportation have indicated that current practices are working and there doesn't seem to be a need for a district policy.

Members asked Principal Hayes and Mr. Garcia about any issues they may have with students using their phones and received confirmation that overall current practices are working.

Ms. Greenberg noted the importance of ensuring parents are aware of the practices.

**Montecito Community School Architectural Design Update**

Mr. Brubaker and Carolina Haros from SPS+ Architects provided an overview of the process and sharing design options and next steps. There are 12.5 million dollars set aside for the redesign of the site that will house 480-540 students and is expected to be completed summer of 2026.

**Safe Haven Policy**

District counsel Jessica Sanchez reviewed suggested revisions with members. She said several of the areas covered in this policy are covered in other district policies and noted they will want to ensure consistency.

Governing Board Member Ford left 632

Governing Board Member Ford returned 633

This policy will be brought back for a first reading at the regular meeting.

**Elevate K-12 Spanish Discussion**

Ms. Hayes explained concerns raised with the program due in part to different instructors leading the class. Ms. Hayes said that she observed the last instructor and was pleased with the student engagement. She said an agreement has been reached for that instructor to lead the class through the end of the school year. Mrs. Potter-Davis said that she is pleased to have a short term fix and is looking at ways to bring back in person learning through content next year.

Parent Sean Montaña-Green said his son has been in the dual language program for years and was very discouraged with the class this year. Mr. Montaña-Green said it has been a struggle and is concerned that students have lost so much learning.

Discussion continued and Mrs. Potter-Davis expressed her regret that the program didn't meet the standards the district aspires to.

Dr. Robert said the team will continue brainstorming and asked for trust in resolving the situation.

**Adjournment**

President Ramos adjourned the meeting at 7:15 pm.

Minutes submitted by:

\_\_\_\_\_  
Lisa Nye, Executive Assistant  
to the Superintendent and Governing Board

\_\_\_\_\_  
Leanne Greenberg, Board Clerk

**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number – IV-D-1-7**

**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 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>
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**NEW EMPLOYEES: CLASSIFIED**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE HIRED</u>	<u>RATE OF PAY</u>
Esquivel, Flores	Food II	CN	2/3/2025	\$16.03
Flores, Lysette	Educational Asst- SC/CC	SOL	1/13/2025	\$19.35

**RATIFY ADDENDUM TO CONTRACT**

NAME

PROGRAM

AMOUNT

**PRE-APPROVAL ADDENDUM TO CONTRACT**

NAME

PROGRAM

AMOUNT

ADDITIONAL ASSIGNMENTS					
<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE</u>	<u>RATE OF PAY</u>	
Carranza, Maria	XD- Kinder Support and Open House	ENC	1/28/2025	\$	22.40
Dayan, Giselle	XD- 21st Century Enrichment	SOL	1/21/2025	\$	24.59
Dayan, Giselle	XD- 21st Century PD	SOL	1/6/2025	\$	25.00
Dayan, Giselle	XD- 21st Century PD	SOL	1/6/2025	\$	25.00
Hernandez, Kenna	XD- 21st Century PD	SOL	1/6/2025	\$	25.00
Jordan Yassan, Maria	XD- Boys Town Training	ENC	1/22/2025	\$	22.90
Meza, Breanna	XD- 21st Century PD	SOL	1/6/2025	\$	25.00
Rahman, Nadira	XD- Boys Town Training	ENC	1/22/2025	\$	18.66
Santos, Vanessa	XD- Tournament Coordinator	Districtwide	1/13/2025	\$	26.77

CHANGE OF ASSIGNMENT						
<u>NAME</u>	<u>FROM POSITION</u>	<u>TO POSITION</u>	<u>LOCATION</u>	<u>DATE</u>	<u>RATE OF PAY</u>	
Duran, Jessica	Educational Assistant- Library	PBIS Assistant	SOL	1/31/2025	\$	19.96

NEW YEAR CLASSIFIED ASSIGNMENTS				
<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE</u>	<u>RATE OF PAY</u>

NEW YEAR SUBSTITUTES ASSIGNMENTS				
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**RESIGNATIONS**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE</u>
Blueford, Constantida	Food II	CN	1/10/2025
Eccleston, Lavan	Educational Asst- SC/CC	SOL	2/7/2025
Nickolich, Theresa	Principal	SOL	6/30/2025
Reddick, Annmarie	Speech Language Asst	Stud Services	1/31/2025
Rivera, Virginia	Health Office	MCS	1/28/2025
Sanchez, Edward	Food II	CN	1/31/2025

**NON-RENEWALS**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE</u>
Vargas, Diana	Business Services Administrator	DO	6/30/2025

**TERMINATIONS**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE</u>
Perez, Martha	Custodian	M&T	1/9/2025

**RETIREMENTS**

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

<u>NAME</u>	<u>REASON</u>	<u>LOCATION</u>	<u>DATE</u>
Haynes, Kylie	Return from FMLA	SOL	12/9/2024
Madder, Sarah	Return from FMLA	Stud Services	1/31/2025

**MILITARY LEAVE:**

<u>NAME</u>	<u>REASON</u>	<u>LOCATION</u>	<u>DATE</u>
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**PRE-APPROVAL ADDENDUM TO CONTRACT**

<u>NAME</u>	<u>PROGRAM</u>	<u>AMOUNT</u>
Renning, Amanda	TAP Advisor 8/5/24-5/23/25	\$1,500.00
Thompson-Hunter, Angela	Family Engagement Liaison 1/15/25	\$50.00
Wright, Samantha	Club Sponsor 2/17/25-5/9/25	\$660.00



**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number – IV-E**

**Agenda Item**

**Donations**

For Board:  Action       Discussion       Information

**Background –**

<b>Donor</b>	<b>Donation</b>	<b>Location</b>	<b>Estimated Value</b>
Marco Perez	Outdoor Equipment	LV	\$650.

**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 #8

REQUEST FOR ACCEPTANCE OF DONATIONS AND GIFTS

NAME OF INDIVIDUAL MAKING DONATION: Marco A. Perez  
(PLEASE PRINT)

REPRESENTING (FIRM, CORPORATION): Self

SIGNATURE Marco Perez / [Signature]

ADDRESS 13256 North 55th Ave

CITY Glendale STATE AZ ZIP 85304

PHONE NUMBER (HOME) 602-909-4167 (OFFICE) Ø

SCHOOL REQUESTING ACCEPTANCE Longview Fish and Wildlife program

PRINCIPAL SIGNATURE [Signature] DATE 2/4/25

DONATED ITEM:

DESCRIPTION Archery welding rods x 6. Target Paper x 6  
100 cases bottle-hiking water, "SHIELD ZERO"  
Rods. roles.

SERIAL # na

ESTIMATED VALUE \$ 650.00

ROOM #/LOCATION OF ITEM Fish and wildlife room - [Signature]

\_\_\_\_\_

BUSINESS OFFICE/PROPERTY CONTROL

ASSIGNED ASSET # \_\_\_\_\_

DATE OF BOARD APPROVAL \_\_\_\_\_

**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number – IV-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

From Date: 1/1/2025

To Date: 1/31/2025

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
001.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$218,188.48)	(\$6,466,256.74)	\$6,466,256.74	\$0.00	\$6,466,256.74	0.00%
001.000.0000.2000.000.000.0000	Undesignated	\$0.00	\$16.30	\$28,362.35	(\$28,362.35)	\$0.00	(\$28,362.35)	0.00%
001.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	(\$1,072,514.56)	(\$5,921,001.96)	\$5,921,001.96	\$0.00	\$5,921,001.96	0.00%
001.000.0000.6000.000.000.0000	EXPENDITURES	\$23,615,710.13	\$1,571,219.98	\$10,561,878.94	\$13,053,831.19	\$9,091,563.14	\$3,962,268.05	16.78%
	FUND: MAINTENANCE AND OPERATION - 001	\$23,615,710.13	\$280,533.24	(\$1,797,017.41)	\$25,412,727.54	\$9,091,563.14	\$16,321,164.40	69.11%
010.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	(\$166,710.39)	(\$1,166,972.73)	\$1,166,972.73	\$0.00	\$1,166,972.73	0.00%
	FUND: CLASSROOM SITE FUND - 010	\$0.00	(\$166,710.39)	(\$1,166,972.73)	\$1,166,972.73	\$0.00	\$1,166,972.73	0.00%
011.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$53,608.59)	\$53,608.59	\$0.00	\$53,608.59	0.00%
011.000.0000.6000.000.000.0000	EXPENDITURES	\$2,739,037.00	\$149,076.70	\$929,165.67	\$1,809,871.33	\$864,767.95	\$945,103.38	34.50%
	FUND: P301 BASE PAY - 011	\$2,739,037.00	\$149,076.70	\$875,557.08	\$1,863,479.92	\$864,767.95	\$998,711.97	36.46%
012.000.0000.6000.000.000.0000	EXPENDITURES	\$2,263,684.00	\$202.32	\$2,223.03	\$2,261,460.97	\$1,288.37	\$2,260,172.60	99.84%
	FUND: P301 PERFORMANCE PAY - 012	\$2,263,684.00	\$202.32	\$2,223.03	\$2,261,460.97	\$1,288.37	\$2,260,172.60	99.84%
020.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$2,681.75)	\$2,681.75	\$0.00	\$2,681.75	0.00%
020.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	(\$87,404.37)	(\$87,404.37)	\$87,404.37	\$0.00	\$87,404.37	0.00%
020.000.0000.6000.000.000.0000	EXPENDITURES	\$170,000.00	\$5,666.74	\$35,378.11	\$134,621.89	\$33,196.47	\$101,425.42	59.66%
	FUND: INSTRUCTIONAL IMPROVEMENT FUND - 020	\$170,000.00	(\$81,737.63)	(\$54,708.01)	\$224,708.01	\$33,196.47	\$191,511.54	112.65%
071.000.0000.6000.000.000.0000	EXPENDITURES	\$54,377.31	\$0.00	\$2,346.41	\$52,030.90	\$0.00	\$52,030.90	95.68%
	FUND: STRUCTURED ENGLISH IMMERSION - 071	\$54,377.31	\$0.00	\$2,346.41	\$52,030.90	\$0.00	\$52,030.90	95.68%
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	EXPENDITURES	\$1,153,863.70	\$0.00	(\$411.96)	\$1,154,275.66	\$0.00	\$1,154,275.66	100.04%
	FUND: TITLE I - 100	\$1,153,863.70	\$0.00	(\$325,652.90)	\$1,479,516.60	\$0.00	\$1,479,516.60	128.22%
101.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$446,332.34)	\$446,332.34	\$0.00	\$446,332.34	0.00%
101.000.0000.6000.000.000.0000	EXPENDITURES	\$1,454,410.95	\$76,850.64	\$497,088.93	\$957,322.02	\$486,882.38	\$470,439.64	32.35%
	FUND: TITLE I - 101	\$1,454,410.95	\$76,850.64	\$50,756.59	\$1,403,654.36	\$486,882.38	\$916,771.98	63.03%
110.000.0000.6000.000.000.0000	EXPENDITURES	\$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	EXPENDITURES	\$40,000.00	\$0.00	\$6,010.37	\$33,989.63	\$500.00	\$33,489.63	83.72%
	FUND: TITLE I TARGETED SUPPORT & IMPROVEMENT - 115	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$500.00	\$39,500.00	98.75%
116.000.0000.6000.000.000.0000	EXPENDITURES	\$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	EXPENDITURES	\$143,776.29	\$0.00	\$4,778.13	\$138,998.16	\$0.00	\$138,998.16	96.68%
	FUND: TITLE IIA - IMPROVING TEACHER QUALITY - 140	\$143,776.29	\$0.00	(\$114,416.49)	\$258,192.78	\$0.00	\$258,192.78	179.58%
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	EXPENDITURES	\$64,829.41	\$649.84	\$34,991.51	\$29,837.90	\$15,036.62	\$14,801.28	22.83%
	FUND: TITLE IIA - IMPROVING TEACHER QUALITY - 141	\$64,829.41	\$649.84	(\$38,777.97)	\$103,607.38	\$15,036.62	\$88,570.76	136.62%
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%
160.000.0000.6000.000.000.0000	EXPENDITURES	\$95,886.60	\$0.00	\$1,203.09	\$94,683.51	\$0.00	\$94,683.51	98.75%

# Osborn School District

## Board Exp & Revenue Report

From Date: 1/1/2025

To Date: 1/31/2025

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	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	(\$16,676.49)	(\$16,676.49)	\$16,676.49	\$0.00	\$16,676.49	0.00%
161.000.0000.6000.000.000.0000	EXPENDITURES	\$71,977.88	\$950.55	\$17,873.75	\$54,104.13	\$14,072.50	\$40,031.63	55.62%
	FUND: TITLE IV - SAFE & DRUG FREE BASIC - 161	\$71,977.88	(\$15,725.94)	\$1,197.26	\$70,780.62	\$14,072.50	\$56,708.12	78.79%
162.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$73,130.55)	(\$188,965.57)	\$188,965.57	\$0.00	\$188,965.57	0.00%
162.000.0000.6000.000.000.0000	EXPENDITURES	\$240,000.00	\$4,670.08	\$46,123.13	\$193,876.87	\$54,223.20	\$139,653.67	58.19%
	FUND: 21ST CENTURY (ENC, SOL) - 162	\$240,000.00	(\$68,460.47)	(\$142,842.44)	\$382,842.44	\$54,223.20	\$328,619.24	136.92%
163.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$93,723.85)	(\$298,947.84)	\$298,947.84	\$0.00	\$298,947.84	0.00%
163.000.0000.6000.000.000.0000	EXPENDITURES	\$307,500.00	\$5,007.85	\$54,421.45	\$253,078.55	\$54,205.60	\$198,872.95	64.67%
	FUND: 21ST CENTURY (CL, LV, OMS) - 163	\$307,500.00	(\$88,716.00)	(\$244,526.39)	\$552,026.39	\$54,205.60	\$497,820.79	161.89%
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	EXPENDITURES	\$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	(\$11,171.11)	(\$23,507.93)	\$23,507.93	\$0.00	\$23,507.93	0.00%
191.000.0000.6000.000.000.0000	EXPENDITURES	\$63,067.27	\$855.47	\$6,447.92	\$56,619.35	\$6,758.72	\$49,860.63	79.06%
	FUND: TITLE III - 191	\$63,067.27	(\$10,315.64)	(\$17,060.01)	\$80,127.28	\$6,758.72	\$73,368.56	116.33%
200.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$23,453.09)	(\$31,938.66)	\$31,938.66	\$0.00	\$31,938.66	0.00%
200.000.0000.6000.000.000.0000	EXPENDITURES	\$35,595.00	\$3,736.33	\$23,453.09	\$12,141.91	\$23,781.94	(\$11,640.03)	-32.70%
	FUND: TITLE VII - INDIAN ED - 200	\$35,595.00	(\$19,716.76)	(\$8,485.57)	\$44,080.57	\$23,781.94	\$20,298.63	57.03%
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	EXPENDITURES	\$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	(\$218,725.45)	(\$349,761.03)	\$349,761.03	\$0.00	\$349,761.03	0.00%
221.000.0000.6000.000.000.0000	EXPENDITURES	\$695,812.31	\$64,168.69	\$388,039.21	\$307,773.10	\$310,847.21	(\$3,074.11)	-0.44%
	FUND: IDEA BASIC - 221	\$695,812.31	(\$154,556.76)	\$38,278.18	\$657,534.13	\$310,847.21	\$346,686.92	49.82%
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	EXPENDITURES	\$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	(\$14,368.69)	(\$14,368.69)	\$14,368.69	\$0.00	\$14,368.69	0.00%
223.000.0000.6000.000.000.0000	EXPENDITURES	\$22,198.95	\$1,849.07	\$15,840.37	\$6,358.58	\$12,218.92	(\$5,860.34)	-26.40%
	FUND: IDEA EDISA - 2 Training - 223	\$22,198.95	(\$12,519.62)	\$1,471.68	\$20,727.27	\$12,218.92	\$8,508.35	38.33%
227.000.0000.6000.000.000.0000	EXPENDITURES	\$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	EXPENDITURES	\$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%
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	EXPENDITURES	\$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%

# Osborn School District

## Board Exp & Revenue Report

From Date: 1/1/2025

To Date: 1/31/2025

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
231.000.0000.4000.000.0000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$22,184.28)	(\$22,184.28)	\$22,184.28	\$0.00	\$22,184.28	0.00%
231.000.0000.6000.000.0000.0000	EXPENDITURES	\$28,238.78	\$3,736.36	\$24,053.33	\$4,185.45	\$23,782.15	(\$19,596.70)	-69.40%
	FUND: JOHNSON-O'MALLEY - 231	\$28,238.78	(\$18,447.92)	\$1,869.05	\$26,369.73	\$23,782.15	\$2,587.58	9.16%
280.000.0000.6000.000.0000.0000	EXPENDITURES	\$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%
281.000.0000.6000.000.0000.0000	EXPENDITURES	\$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%
283.000.0000.6000.000.0000.0000	EXPENDITURES	\$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%
284.000.0000.6000.000.0000.0000	EXPENDITURES	\$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%
290.000.0000.1000.000.0000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	\$31,663.80	(\$31,663.80)	\$0.00	(\$31,663.80)	0.00%
290.000.0000.4000.000.0000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$5,744.35)	(\$72,844.92)	\$72,844.92	\$0.00	\$72,844.92	0.00%
290.000.0000.6000.000.0000.0000	EXPENDITURES	\$0.00	\$20,786.33	\$134,766.37	(\$134,766.37)	\$110,511.36	(\$245,277.73)	0.00%
	FUND: MEDICAID REIMB - 290	\$0.00	\$15,041.98	\$93,585.25	(\$93,585.25)	\$110,511.36	(\$204,096.61)	0.00%
308.000.0000.6000.000.0000.0000	EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$2,984,233.56	(\$2,984,233.56)	0.00%
	FUND: EPA CLEAN BUSES GRANT - 308	\$0.00	\$0.00	\$0.00	\$0.00	\$2,984,233.56	(\$2,984,233.56)	0.00%
310.000.0000.6000.000.0000.0000	EXPENDITURES	\$8,690.00	\$0.00	\$0.00	\$8,690.00	\$0.00	\$8,690.00	100.00%
	FUND: AZ NURSES WORKFORCE GRANT - 310	\$8,690.00	\$0.00	\$0.00	\$8,690.00	\$0.00	\$8,690.00	100.00%
320.000.0000.6000.000.0000.0000	EXPENDITURES	\$276,000.00	\$512.34	\$512.34	\$275,487.66	\$470.50	\$275,017.16	99.64%
	FUND: PRESCHOOL DEVELOPMENT GRANT - 320	\$276,000.00	\$512.34	\$512.34	\$275,487.66	\$470.50	\$275,017.16	99.64%
321.000.0000.4000.000.0000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$91,971.01)	(\$613,383.86)	\$613,383.86	\$0.00	\$613,383.86	0.00%
321.000.0000.6000.000.0000.0000	EXPENDITURES	\$0.00	\$52,158.92	\$650,074.34	(\$650,074.34)	\$212,893.91	(\$862,968.25)	0.00%
	FUND: AZ PRIME grant - 321	\$0.00	(\$39,812.09)	\$36,690.48	(\$36,690.48)	\$212,893.91	(\$249,584.39)	0.00%
322.000.0000.6000.000.0000.0000	EXPENDITURES	\$276,000.00	\$0.00	\$0.00	\$276,000.00	\$0.00	\$276,000.00	100.00%
	FUND: PRESCHOOL DEV - START-UP - 322	\$276,000.00	\$0.00	\$0.00	\$276,000.00	\$0.00	\$276,000.00	100.00%
326.000.0000.6000.000.0000.0000	EXPENDITURES	\$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%
333.000.0000.6000.000.0000.0000	EXPENDITURES	\$0.00	\$2,723.69	\$148,174.12	(\$148,174.12)	\$0.00	(\$148,174.12)	0.00%
	FUND: HQEL - 333	\$0.00	\$2,723.69	\$148,174.12	(\$148,174.12)	\$0.00	(\$148,174.12)	0.00%
336.000.0000.6000.000.0000.0000	EXPENDITURES	\$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%
337.000.0000.6000.000.0000.0000	EXPENDITURES	\$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%
346.000.0000.4000.000.0000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$1,999,753.58)	(\$1,999,753.58)	\$1,999,753.58	\$0.00	\$1,999,753.58	0.00%
346.000.0000.6000.000.0000.0000	EXPENDITURES	\$0.00	\$0.00	\$486,334.50	(\$486,334.50)	\$0.00	(\$486,334.50)	0.00%
	FUND: ESSER ROUND III - 346	\$0.00	(\$1,999,753.58)	(\$1,513,419.08)	\$1,513,419.08	\$0.00	\$1,513,419.08	0.00%

# Osborn School District

## Board Exp & Revenue Report

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
364.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$117,000.76)	(\$167,310.08)	\$167,310.08	\$0.00	\$167,310.08	0.00%
364.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$51,494.83	\$164,810.08	(\$164,810.08)	\$69,028.99	(\$233,839.07)	0.00%
	FUND: FED ED INNOVATION RESEARCH GRANT - 364	\$0.00	(\$65,505.93)	(\$2,500.00)	\$2,500.00	\$69,028.99	(\$66,528.99)	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	EXPENDITURES	\$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	EXPENDITURES	\$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	EXPENDITURES	\$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	EXPENDITURES	\$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	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$4,075.98)	\$4,075.98	\$0.00	\$4,075.98	0.00%
457.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$18,464.04	\$127,449.40	(\$127,449.40)	\$119,899.52	(\$247,348.92)	0.00%
	FUND: RESULTS BASED FUNDING - 457	\$0.00	\$18,464.04	\$123,373.42	(\$123,373.42)	\$119,899.52	(\$243,272.94)	0.00%
465.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$6,672.87)	\$6,672.87	\$0.00	\$6,672.87	0.00%
465.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$1,859.15	\$175,911.25	(\$175,911.25)	\$11.50	(\$175,922.75)	0.00%
	FUND: AZ TRANSPORTATION MODERNIZATION GRANT - 465	\$0.00	\$1,859.15	\$169,238.38	(\$169,238.38)	\$11.50	(\$169,249.88)	0.00%
472.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$6,555.94)	\$6,555.94	\$0.00	\$6,555.94	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	EXPENDITURES	\$0.00	\$14,732.35	\$102,460.56	(\$102,460.56)	\$96,029.33	(\$198,489.89)	0.00%
	FUND: EARLY LITERACY GRANT - 472	\$0.00	\$14,732.35	\$20,168.71	(\$20,168.71)	\$96,029.33	(\$116,198.04)	0.00%
473.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	\$0.00	(\$68,951.89)	\$68,951.89	\$0.00	\$68,951.89	0.00%
473.000.0000.6000.000.000.0000	EXPENDITURES	\$185,820.00	\$14,422.44	\$90,589.02	\$95,230.98	\$91,325.59	\$3,905.39	2.10%
	FUND: FOUNDATIONAL LITERACY GRANT - 473	\$185,820.00	\$14,422.44	\$21,637.13	\$164,182.87	\$91,325.59	\$72,857.28	39.21%
475.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	(\$23,659.50)	(\$42,942.14)	\$42,942.14	\$0.00	\$42,942.14	0.00%
475.000.0000.6000.000.000.0000	EXPENDITURES	\$45,000.00	\$3,005.87	\$26,057.61	\$18,942.39	\$19,805.32	(\$862.93)	-1.92%
	FUND: OIE RISE GRANT - 475	\$45,000.00	(\$20,653.63)	(\$16,884.53)	\$61,884.53	\$19,805.32	\$42,079.21	93.51%
478.000.0000.6000.000.000.0000	EXPENDITURES	\$7,180.00	\$0.00	\$0.00	\$7,180.00	\$0.00	\$7,180.00	100.00%
	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	\$0.00	(\$412,275.65)	\$412,275.65	\$0.00	\$412,275.65	0.00%
480.000.0000.6000.000.000.0000	EXPENDITURES	\$407,053.00	\$34,515.36	\$215,501.37	\$191,551.63	\$190,177.65	\$1,373.98	0.34%
	FUND: SAFE SCHOOLS - 480	\$407,053.00	\$34,515.36	(\$196,774.28)	\$603,827.28	\$190,177.65	\$413,649.63	101.62%
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	REVENUE FROM LOCAL SOURCES	\$0.00	(\$11,410.00)	(\$41,501.44)	\$41,501.44	\$0.00	\$41,501.44	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%

# Osborn School District

## Board Exp & Revenue Report

From Date: 1/1/2025

To Date: 1/31/2025

Fiscal Year: 2024-2025

- Subtotal by Collapse Mask   
  Include pre encumbrance   
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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
500.000.0000.6000.000.000.0000	EXPENDITURES	\$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	(\$11,410.00)	(\$41,631.24)	\$536,631.24	\$0.00	\$536,631.24	108.41%
502.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$1,174.89)	\$1,174.89	\$0.00	\$1,174.89	0.00%
502.000.0000.6000.000.000.0000	EXPENDITURES	\$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	(\$1,174.89)	\$81,174.89	\$0.00	\$81,174.89	101.47%
510.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$3,442.86)	(\$35,607.26)	\$35,607.26	\$0.00	\$35,607.26	0.00%
510.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$185,069.70)	(\$1,160,957.33)	\$1,160,957.33	\$0.00	\$1,160,957.33	0.00%
510.000.0000.6000.000.000.0000	EXPENDITURES	\$2,750,000.00	\$164,284.49	\$1,200,716.95	\$1,549,283.05	\$818,259.84	\$731,023.21	26.58%
	FUND: FOOD SERVICE - 510	\$2,750,000.00	(\$24,228.07)	\$4,152.36	\$2,745,847.64	\$818,259.84	\$1,927,587.80	70.09%
515.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$7,747.65)	(\$51,042.80)	\$51,042.80	\$0.00	\$51,042.80	0.00%
515.000.0000.6000.000.000.0000	EXPENDITURES	\$120,000.00	\$6,433.20	\$50,113.73	\$69,886.27	\$37,834.85	\$32,051.42	26.71%
	FUND: CIVIC CENTER - 515	\$120,000.00	(\$1,314.45)	(\$929.07)	\$120,929.07	\$37,834.85	\$83,094.22	69.25%
520.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$26,334.50)	(\$108,090.09)	\$108,090.09	\$0.00	\$108,090.09	0.00%
520.000.0000.6000.000.000.0000	EXPENDITURES	\$206,393.60	\$38,515.40	\$293,572.15	(\$87,178.55)	\$230,887.37	(\$318,065.92)	-154.11%
	FUND: COMMUNITY SCHOOL - 520	\$206,393.60	\$12,180.90	\$185,482.06	\$20,911.54	\$230,887.37	(\$209,975.83)	-101.74%
521.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$54,808.00)	(\$174,136.44)	\$174,136.44	\$0.00	\$174,136.44	0.00%
521.000.0000.6000.000.000.0000	EXPENDITURES	\$235,899.64	\$29,795.64	\$211,241.71	\$24,657.93	\$177,577.87	(\$152,919.94)	-64.82%
	FUND: COMMUNITY SCHOOL - MONTESSORI - 521	\$235,899.64	(\$25,012.36)	\$37,105.27	\$198,794.37	\$177,577.87	\$21,216.50	8.99%
525.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$2,226.40)	\$2,226.40	\$0.00	\$2,226.40	0.00%
525.000.0000.6000.000.000.0000	EXPENDITURES	\$30,000.00	\$0.00	\$3,244.94	\$26,755.06	\$23.16	\$26,731.90	89.11%
	FUND: AUXILIARY OPERATIONS - 525	\$30,000.00	\$0.00	\$1,018.54	\$28,981.46	\$23.16	\$28,958.30	96.53%
526.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$16,694.94)	(\$25,726.19)	\$25,726.19	\$0.00	\$25,726.19	0.00%
526.000.0000.6000.000.000.0000	EXPENDITURES	\$300,000.00	\$0.00	\$1,662.29	\$298,337.71	\$7,360.50	\$290,977.21	96.99%
	FUND: EXTRA CURR TAX FEES CR - 526	\$300,000.00	(\$16,694.94)	(\$24,063.90)	\$324,063.90	\$7,360.50	\$316,703.40	105.57%
530.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$18,860.00)	(\$40,546.67)	\$40,546.67	\$0.00	\$40,546.67	0.00%
530.000.0000.6000.000.000.0000	EXPENDITURES	\$250,000.00	\$9,451.28	\$56,725.24	\$193,274.76	\$94,003.97	\$99,270.79	39.71%
	FUND: GIFTS AND DONATIONS - 530	\$250,000.00	(\$9,408.72)	\$16,178.57	\$233,821.43	\$94,003.97	\$139,817.46	55.93%
540.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$24.00)	(\$482.22)	\$482.22	\$0.00	\$482.22	0.00%
540.000.0000.6000.000.000.0000	EXPENDITURES	\$10,500.00	\$20.00	\$476.00	\$10,024.00	\$1,974.00	\$8,050.00	76.67%
	FUND: FINGERPRINT - 540	\$10,500.00	(\$4.00)	(\$6.22)	\$10,506.22	\$1,974.00	\$8,532.22	81.26%
550.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$468.65)	\$468.65	\$0.00	\$468.65	0.00%
550.000.0000.6000.000.000.0000	EXPENDITURES	\$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	(\$468.65)	\$30,968.65	\$0.00	\$30,968.65	101.54%
555.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$262.51)	\$262.51	\$0.00	\$262.51	0.00%
555.000.0000.6000.000.000.0000	EXPENDITURES	\$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	(\$262.51)	\$16,762.51	\$0.00	\$16,762.51	101.59%
565.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$0.39)	\$0.39	\$0.00	\$0.39	0.00%
	FUND: LITIGATION RECOVERY - 565	\$0.00	\$0.00	(\$0.39)	\$0.39	\$0.00	\$0.39	0.00%
570.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$13,292.20)	\$13,292.20	\$0.00	\$13,292.20	0.00%



# Osborn School District

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  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
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	EXPENDITURES	\$560,000.00	\$25,025.55	\$175,082.05	\$384,917.95	\$299,819.70	\$85,098.25	15.20%
	FUND: INDIRECT COSTS - 570	\$560,000.00	\$25,025.55	\$143,586.04	\$416,413.96	\$299,819.70	\$116,594.26	20.82%
575.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$372.19)	\$372.19	\$0.00	\$372.19	0.00%
575.000.0000.6000.000.000.0000	EXPENDITURES	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.00%
	FUND: UNEMPLOYMENT INSURANCE - 575	\$30,000.00	\$0.00	(\$372.19)	\$30,372.19	\$0.00	\$30,372.19	101.24%
585.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$112.93)	\$112.93	\$0.00	\$112.93	0.00%
585.000.0000.6000.000.000.0000	EXPENDITURES	\$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	(\$112.93)	\$3,112.93	\$0.00	\$3,112.93	103.76%
610.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$32,677.66)	(\$967,544.26)	\$967,544.26	\$0.00	\$967,544.26	0.00%
610.000.0000.2000.000.000.0000	Undesignated	\$0.00	\$3.02	\$5,274.40	(\$5,274.40)	\$0.00	(\$5,274.40)	0.00%
610.000.0000.6000.000.000.0000	EXPENDITURES	\$6,275,445.00	\$291,525.40	\$772,453.13	\$5,502,991.87	\$56,539.32	\$5,446,452.55	86.79%
	FUND: UNRESTRICT CAPITAL OUTLAY - 610	\$6,275,445.00	\$258,850.76	(\$189,816.73)	\$6,465,261.73	\$56,539.32	\$6,408,722.41	102.12%
630.000.0000.6000.000.000.0000	EXPENDITURES	\$30,000,000.00	\$43,445.00	\$989,519.71	\$29,010,480.29	\$2,249,489.04	\$26,760,991.25	89.20%
	FUND: BOND BUILDING - 630	\$30,000,000.00	\$43,445.00	\$989,519.71	\$29,010,480.29	\$2,249,489.04	\$26,760,991.25	89.20%
665.000.0000.6000.000.000.0000	EXPENDITURES	\$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	REVENUE FROM LOCAL SOURCES	\$0.00	\$1,356,709.04	(\$3,615,991.42)	\$3,615,991.42	\$0.00	\$3,615,991.42	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	EXPENDITURES	\$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	\$1,356,709.04	(\$3,614,991.42)	\$11,437,804.42	\$0.00	\$11,437,804.42	146.21%
850.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$1,730.98)	(\$2,745.83)	\$2,745.83	\$0.00	\$2,745.83	0.00%
850.000.0000.6000.000.000.0000	EXPENDITURES	\$30,500.00	\$0.00	\$648.00	\$29,852.00	\$0.00	\$29,852.00	97.88%
	FUND: STUDENT ACTIVITIES - 850	\$30,500.00	(\$1,730.98)	(\$2,097.83)	\$32,597.83	\$0.00	\$32,597.83	106.88%
855.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$199,689.87)	(\$1,460,823.39)	\$1,460,823.39	\$1,820.00	\$1,459,003.39	0.00%
855.000.0000.6000.000.000.0000	EXPENDITURES	\$2,500,000.00	\$197,115.85	\$1,462,532.99	\$1,037,467.01	\$1,245,166.89	(\$207,699.88)	-8.31%
	FUND: EMPL INSUR PGM WITHHOLDNG - 855	\$2,500,000.00	(\$2,574.02)	\$1,709.60	\$2,498,290.40	\$1,246,986.89	\$1,251,303.51	50.05%
<b>Grand Total:</b>		\$92,908,240.69	(\$549,214.56)	(\$7,072,263.17)	\$99,980,503.86	\$20,108,268.91	\$79,872,234.95	85.97%

End of Report

**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number – IV-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 January 1 through January 31, 2025.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ P/F

**OSBORN SCHOOL DISTRICT No. 8**  
**Statement of Revenues and Expenditures**  
**For Student Activities Fund**  
**Activity from January 1, 2025 to January 31, 2025**

<u>School</u>	<u>Beginning Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Balance</u>
Clarendon	4,134.16			4,134.16
OMS	12,201.70			12,201.70
Solano	10,136.15			10,136.15
Longview	13,339.67	1,730.98		15,070.65
	<u>\$ 39,811.68</u>	<u>\$ 1,730.98</u>	<u>\$ -</u>	<u>41,542.66</u>

**OSBORN SCHOOL DISTRICT NO. 8**  
**February 18, 2025**  
**Board Meeting**

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

**Agenda Item Number – IV-H**

**Agenda Item**  
**Disposal of Equipment**

For Board:     Action                       Discussion                       Information

**Background –**  
See attached

**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

# Request For Disposal Form

**School:** Encanto

**Date:** 1/23/25

**Department:** Teaching & Learning

**Reason For Disposal:** Outdated children's books

**Disposal Description:** Please dispose of books in Receiving

**Signature:** *Kim Fernandez*

**Fixed Asset Items (Over \$1000)**

**Asset #:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Serial #:** \_\_\_\_\_

**Recorded Value:** \_\_\_\_\_

**Present Value:** \_\_\_\_\_

**Board Approval:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Asset #:**

---

**Description:**

---

**Serial #:**

---

**Recorded  
Value:**

---

**Present Value:**

---

**Board  
Approval:**

---

**Signature:**

---

Share this form with:

Lisa Nye [lnye@osbornsd.org](mailto:lnye@osbornsd.org), Sam Garcia [ssgarcia@osbornsd.org](mailto:ssgarcia@osbornsd.org),

### List of Items to Dispose:

Title	Author	Quantity	Amount
Absolutely Lucy	Ilene Cooper	1	\$1.00
Amber Brown is not a crayon	Paula Danziger	1	\$1.00
Benjamin Franklin	Ingri & Edgard Parin d'Aulaire	1	\$1.00
Big Cats	Don Middleton	1	\$1.00
Curious George	HA Rey	1	\$1.00
Day Light Night Light	Franklyn Branley	1	\$1.00
Discovering Electricity	Rae Bains	1	\$1.00
Does a Penguin Have Fur	Sophia Loughrey	1	\$1.00
Don't Call Me Pig	Conrad Storad	1	\$1.00
In the Rain Forest	Dina Anastasio	2	\$2.00
Invention	Eyewitness Books	3	\$3.00
Invention Book	Steve Caney	2	\$2.00
Inventors and Inventions	Michael Jeffries	1	\$1.00
Just Juice	Karen Hesse	5	\$5.00
Life in a Wetland	Allan Fowler	1	\$1.00
Martin Luther King Jr	David Adler	1	\$1.00

Mistakes that Worked	John O'Brien	1	\$1.00
Oil Spill	Melvin Berger	5	\$5.00
One Rainy Night	Doris Gove	1	\$1.00
Polar Mammals	Larry Brimmer	1	\$1.00
Rainforest	Helen Cowcher	1	\$1.00
Rainforest Wildlife	Antonia Cunningham	1	\$1.00
Rocks and Soil	Science	1	\$1.00
Rumanian Folk Tales	Jean Ure	1	\$1.00
Skyfire	Frank Asch	1	\$1.00
Su propio color	Leo Lionni	1	\$1.00
Swampland	Brian Ableman	1	\$1.00
The Best Book of Weather		1	\$1.00
The Desert is Theirs	Byrd Baylor	1	\$1.00
The Dog Who Cried Wolf	Keiko Kasza	1	\$1.00
The Great Kapok Tree	Lynne Cherry	5	\$5.00
The Popcorn Book	Tomie de Paola	1	\$1.00
The Three Blind Mice	Stephen Krensky	1	\$1.00
The Tohono O'Odham	Jacqueline Greene	1	\$1.00
The Wizard of Sound	Barbara Mitchell	3	\$3.00
Thomas Alva Edison	Tamera Bryant	1	\$1.00
Tom Edison's Bright Ideas	Real Reading	6	\$6.00
Wasps & Bees	Graham Meadows	1	\$1.00
		61	\$61.00

**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number – IV-I**

**Agenda Item**

**Adoption of Revised DOA Travel Policy**

For Board:  Action       Discussion       Information

**Background –**

The Arizona Department of Administration (DOA) recently updated the Travel Policy section of the Arizona Accounting Manual. The effective date of the update was January 27, 2025 with the mileage, meal, lodging, incidental per diem amounts being revised. Both meal and lodging per diems are based on the location of the destination. The mileage reimbursement rate was increased to 67 cents/mile. The finance department will continue current practice of requiring detailed receipts for travel reimbursement requests.

**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 adopt the revised DOA Travel Policy as presented.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ P/F





# State of Arizona Accounting Manual

Topic 50 Travel Issued 01/27/25  
Section 95 Maximum Mileage, Lodging, Meal, Parking and Page 1 of 29  
Incidental Expense Reimbursement Rates

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## **INTRODUCTION**

This section SAAM establishes policies and procedures for travel-related matters that are infrequently encountered. All rates cited are for reimbursement of actual costs or mileage incurred while traveling on State business.

Mileage rates and lodging rates, under A.R.S. §§ 38-623 and 38-624, respectively, are established by the ADOA, reviewed by the JLBC, and published in SAAM by the GAO.

Effective dates of rates and other policy matters are shown in parentheses following section titles.

### **1. PERSONAL VEHICLE MILEAGE REIMBURSEMENT RATE (01/27/25)**

Sixty-seven cents (**67¢**) per mile.

### **2. PRIVATELY-OWNED AIRCRAFT MILEAGE REIMBURSEMENT RATE (11/15/06)**

Ninety-nine and one-half cents (**99.5¢**) per mile.

Rate is based upon the shortest air routes from origin to destination. Landing and parking fees are reimbursable except those incurred at the location the aircraft is normally based.

Use of a privately-owned aircraft for State business requires the prior approval of the State Comptroller.

### **3. AIRPORT PARKING (01/27/25)**

#### ***General Airport Parking Guidelines***

While it is impractical to list parking rates for every airport in the country or even in the State, there are some general guidelines that all State travelers are to follow when parking at airports.

- Economy, long-term, off-premises parking serviced by shuttle is to be chosen when available.
- The State will not reimburse upcharges for covered or inside parking.

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- Receipts with details will be required.
  - In addition to base parking charges, employees will be reimbursed for any taxes, one-time fuel charges, or other non-optional fees that are imposed.
  - Reservation fees are not reimbursable.
  - Airport parking coupons may be available at a parking vendor's website and should be used when they result in a lower cost to the State.

## ***Phoenix Airport Parking Facilities***

For airport parking in Phoenix, a State employee may park wherever he finds it convenient to do so, but will only be reimbursed the lesser of the actual amount incurred or six dollars and fifty cents (\$6.50) per day base parking charges.

There are three Parking Spot Locations:

- The Parking Spot 1—3750 E. Washington St., Phoenix, AZ 85304 (602) 393-4777, 24/7 service,
- The Parking Spot 2—4040 E. Van Buren St., Phoenix, AZ (602) 286-9212, 24/7 service, and
- The Parking Spot South—3025 S. 48<sup>th</sup> St., Phoenix, AZ (602) 244-8888, 24/7 service.

All three locations currently offer rates that comply with State reimbursement limits. Travelers must present or acquire a Spot Club Card to take advantage of the discounted rate. They can do so by joining the vendor's State of Arizona Employee Spot Club online before any anticipated travel at (<https://theparkingspot.com/spot-club/sign-up?gCode=Stat1898>).

State employees may also obtain the Club Card from the parking lot cashier by showing their official State picture identification badge when leaving the parking lot; the traveler will then be given a Spot Club Card and the appropriate discount. This newly issued Spot Club Card is to be registered online (<https://theparkingspot.com/spot-club/sign-up>) within two business days of the card having been issued.

A State employee with a smart phone and a personal credit card can also sign up for the Parking Spot App (<https://theparkingspot.com/spot-club/sign-up?gCode=Stat1898>), using the company code Stat1898. The State employee is to use a personal credit card, not the Employee Travel Card (ETC) in connection with the Parking Spot App (this is because the Parking Spot App can be used for personal as well as official State business parking).

An employee's failure to acquire a Spot Club Card will not justify the granting of an exception from the reimbursement limitation.

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Topic 50 Travel  
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## ***Tucson Airport Parking Facilities***

For airport parking in Tucson, a State employee may park wherever he finds it convenient to do so, but will only be reimbursed the lesser of the actual amount incurred or five dollars (\$5.00) per day base parking charges. The facilities listed below offer rates that comply with State reimbursement limits.

### Quick Park Quick Shuttle

- 2385 E. Valencia Rd., Tucson, AZ (520) 294-9000, 24/7 Service.
- 6840 South Tucson Blvd., Tucson, AZ (520) 294-9000, 24/7 Service.

### Tucson International Airport Parking -- Economy Parking

- 3034 E. Corona Rd. Tucson, AZ, 24/7 Service.

## **4. LONG-TERM SUBSISTENCE RATES (08/01/16)**

Long-term subsistence involves at least thirty (30) days in travel status outside of a fifty (50) mile radius of both one's residence and duty post.

The lodging and meal reimbursement rates for the appropriate season and location may be reimbursed for up to the first seven (7) days of travel if arrangements for housing cannot be made before travel.

After this initial seven-day (7-day) period, meals will be reimbursed at the rate of fifty percent (50%) of the amounts allowed for full days contained elsewhere in this section of SAAM.

For example: A State employee is on a long-term assignment to Los Angeles, CA. The daily meal allowance in effect at the time for Los Angeles is fifty-four dollars (\$54). The amount of meal reimbursement that would be allowed while qualifying for a long-term subsistence allowance (i.e., after the initial 7-day period) in Los Angeles would be twenty-seven dollars (\$27) per day ( $\$54 \times 50\% = \$27$ ).

After this initial seven-day (7-day) period, daily long-term lodging will be reimbursed at the rate of twenty-five percent (25%) of the amount allowed for a day's short-term lodging. The rate that will be allowed is that which is in effect at the location on the first day of the agreement or lease. The calculation is to be based on a thirty-day (30-day) month for each month of the lease.

For example: A State employee is on long-term assignment to Los Angeles, CA. After his initial seven (7) days in Los Angeles, he enters into a six-month (6-month) lease for an apartment. The lease begins on March 1 and runs through August 31. The lodging rate in effect on March 1 is

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one-hundred fifty-seven dollars (\$157) a night. The monthly rent the traveler may pay is one thousand one hundred seventy-seven dollars and fifty cents (\$1,177.50) per month ( $\$157 \times 25\% \times 30$ ). This amount may be reimbursed during the course of the lease even though the short-term lodging allowance decreases by seven dollars (\$7) per night on April 1.

Amounts requested or required in excess of those derived in accordance with the formulas established herein require the approval of the State Comptroller.

### **5. LODGING AND FULL-DAY MEAL AND INCIDENTAL EXPENSE REIMBURSEMENT RATES FOR DESTINATIONS LOCATED IN ALASKA AND HAWAII OR OUT-OF-COUNTRY (01/27/25)**

For the current Alaska, Hawaii and out-of-country rates, you may contact the GAO at [gaotravel@azdoa.gov](mailto:gaotravel@azdoa.gov) or visit the US Department of Defense (DoD) website. Go to the GAO Website Travel Information page at <https://gao.az.gov/travel/travel-information> and click on the plus symbol next to Contiguous and Non-Contiguous Travel (Alaska, Hawaii, and Out-of-Country). Then click on the link, "Current Alaska, Hawaii, and Overseas Rates – Lodging and Meal Index" to find the rates for the appropriate location by following the instructions provided.

To determine the allowable reimbursement rates using the DoD website, the following adjustments and computations must be made:

- Lodging rates, as posted on the DoD website, apply as a room rate without further modification. To these rates may be added any taxes or other charges imposed by local governmental jurisdictions.
- To determine the reimbursement limitations on meals and incidentals in Alaska, Hawaii and out-of-country locations, add the DoD Local Meal Rate (not the Proportional Meal Rate) to the Local Incidental Rate and subtract ten dollars (\$10) from that sum.
- The breakdown for partial day meals for Alaska, Hawaii and out-of-country locations can be done using the following percentages of the full-day limitations:

<b>Breakfast</b>	<b>20%</b>
<b>Lunch</b>	<b>25%</b>
<b>Dinner</b>	<b>55%</b>

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## **6. MEAL & INCIDENTAL EXPENSE REIMBURSEMENT RATES, BY MEAL, FOR TRAVEL IN THE CONTINENTAL US (as they correspond to their applicable full day rates). (01/27/25)**

<b>Full Day Rate</b>	<b>\$ 58.00</b>	<b>\$ 64.00</b>	<b>\$ 70.00</b>	<b>\$ 76.00</b>	<b>\$ 82.00</b>
<b>Partial Day Rates</b>					
Breakfast	\$ 12.00	\$ 13.00	\$ 14.00	\$ 15.00	\$ 16.00
Lunch	\$ 14.00	\$ 16.00	\$ 18.00	\$ 19.00	\$ 21.00
Dinner	\$ 32.00	\$ 35.00	\$ 38.00	\$ 42.00	\$ 45.00
	<b>\$ 58.00</b>	<b>\$ 64.00</b>	<b>\$ 70.00</b>	<b>\$ 76.00</b>	<b>\$ 82.00</b>
<b>75% of Full Day Rates</b>	<b>\$ 43.50</b>	<b>\$ 48.00</b>	<b>\$ 52.50</b>	<b>\$ 57.00</b>	<b>\$ 61.50</b>

When travel involves an entire day, the full day meal reimbursement may be used without allocation between breakfast, lunch and dinner. When a meal is provided, the amount allowed for the meal provided is to be subtracted from the full day rate. For days of departure involving an overnight stay, the meal and incidental reimbursement limitation is 75% of the full day rate of the night's destination; for days of return, the meal and incidental limitation is 75% of the full day rate for the location in which the traveler stayed the previous night.

## **7. SINGLE DAY AND EXTENDED DAY MEAL REIMBURSEMENT LIMITS FOR TRAVEL NOT INVOLVING AN OVERNIGHT STAY (01/27/25)**

<b>Single Day Reimbursement Limit</b>	<b>\$ 17.00</b>
<b>Extended Day Meal Reimbursement Limit</b>	<b>\$ 32.00</b>

The Single and Extended Day Meal Reimbursement Limits may be used without allocation between breakfast, lunch or dinner. The Single and Extended Day Meal Reimbursement Limits are reduced by any meals provided to the traveler (using the amounts set forth in Meal & Incidental Expense Reimbursement Rates, by Meal, for Travel in the Continental US).

Single Day and Extended Day Reimbursements represent taxable payments to the traveler and will be treated as such in the State's automated systems.

The limits are for actual costs incurred; they are not per diems or fixed allowances.

## **8. MEAL AND INCIDENTAL REIMBURSEMENT LIMITS FOR DAYS OF DEPARTURE AND RETURN FOR TRAVEL INVOLVING AN OVERNIGHT STAY (10/22/18)**

The Meal Reimbursement Limits for Days of Departure and Return for Travel Involving an Overnight Stay equal seventy-five percent (75%) of the applicable Full-Day Meal and Incidental Expense Reimbursement Limits. For days of departure, the

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applicable Full-Day Meal and Incidental Expense Limit is the rate in effect for that day's final destination (where one will sleep for the night), whether that destination is in-state, out-of-state, or out-of-country; for days of return, the rate in effect is the rate for the location in which the traveler last stayed the night, prior to his returning to his regular duty post and/or home. Days of Departure and Return Reimbursement Limits may be used without allocation between breakfast, lunch or dinner. The Days of Departure and Return Limits reduced by any meals provided to the traveler (using the amounts set forth in Meal & Incidental Expense Reimbursement Rates, by Meal, for Travel in the Continental US or the appropriate computation and allocation of Federal rates applicable to destinations or originations outside of the CONUS).

Irrespective of the above, a traveler may not be reimbursed for more than the Full-Day Reimbursement Rate in any period of twenty-four (24) or fewer consecutive hours. In such cases, the rate to be used is the higher of the rates that might otherwise apply to the day of departure and the day of return.

Meal reimbursements paid for days of departure and return do not represent taxable income to the recipient and will be so treated in the State's automated systems.

The limits are for actual costs incurred; they are not per diems or fixed allowances.

## 9. **LEGISLATIVE SUBSISTENCE RATE** (10/01/24)

### **Rates effective 10/1/24-9/30/25**

Members of the State Legislature shall be paid subsistence for each day they are in regular or special session based on the following:

#### **For the first 120 days of regular session:**

<b>Location of Permanent Residence</b>	<b>Daily Subsistence Rate</b>
Within Maricopa County	\$ 35.00
Outside of Maricopa County	\$269.33

#### **For session days beyond the first 120 days of regular session:**

<b>Location of Permanent Residence</b>	<b>Daily Subsistence Rate</b>
Within Maricopa County	\$ 10.00
Outside of Maricopa County	\$134.67

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## **10. LODGING AND FULL-DAY MEAL AND INCIDENTAL EXPENSE PAYMENT AND/OR REIMBURSEMENT LIMITS THAT INVOLVE OVERNIGHT STAYS FOR DESTINATIONS LOCATED IN THE CONTINENTAL UNITED STATES (01/27/25)**

For out-of-state locations treated as in-state, use the rates appropriate to the location. For example, if lodging is in Las Vegas, NV, and Las Vegas is treated as in-state, Las Vegas rates are to be applied.

Lodging rates are “room” or “rack” rates; taxes and other charges that are imposed by the applicable government authority may be reimbursed in addition to amounts shown.

The rates shown for meals and incidental are reimbursement limits for actual costs incurred, not per diems or fixed allowances.

For leap years, Feb 28 becomes Feb 29.

**Except for AZ, which is listed first, the table is arranged in the order of a given state’s abbreviation, not its name. So, Iowa, for example, comes before Illinois because its abbreviation, IA, comes before that of Illinois, IL.**

State	Location	County	Begin	End	Lodging	M&IE
If a city is listed, then the city’s rate applies. If a city not listed is located in a county whose rate is listed, then the county’s rate applies. Otherwise, within the Continental United States, the rates to the immediate right apply.					<b>\$110</b>	<b>\$58</b>
<b>Arizona</b>						
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	Oct 01	Oct 31	\$144	\$70
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	Nov 01	Feb 28	\$110	\$70
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	Mar 01	Sep 30	\$144	\$70
AZ	Kayenta	Navajo	Oct 01	Sep 30	\$145	\$64
AZ	Phoenix / Scottsdale	Maricopa	Oct 01	Jan 31	\$160	\$76
AZ	Phoenix / Scottsdale	Maricopa	Feb 01	Mar 31	\$229	\$76
AZ	Phoenix / Scottsdale	Maricopa	Apr 01	May 31	\$161	\$76
AZ	Phoenix / Scottsdale	Maricopa	Jun 01	Aug 31	\$113	\$76
AZ	Phoenix / Scottsdale	Maricopa	Sep 01	Sep 30	\$160	\$76
AZ	Sedona	City limits of Sedona	Oct 01	Dec 31	\$213	\$82
AZ	Sedona	City limits of Sedona	Jan 01	Feb 28	\$164	\$82
AZ	Sedona	City limits of Sedona	Mar 01	Apr 30	\$274	\$82
AZ	Sedona	City limits of Sedona	May 01	Aug 31	\$183	\$82
AZ	Sedona	City limits of Sedona	Sep 01	Sep 30	\$213	\$82
AZ	Tucson	Pima	Oct 01	Dec 31	\$123	\$70

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If a city is listed, then the city's rate applies. If a city not listed is located in a county whose rate is listed, then the county's rate applies. Otherwise, within the Continental United States, the rates to the immediate right apply.					<b>\$110</b>	<b>\$58</b>
AZ	Tucson	Pima	Jan 01	Mar 31	\$171	\$70
AZ	Tucson	Pima	Apr 01	Sep 30	\$123	\$70
<b>Alabama</b>						
AL	Birmingham	Jefferson	Oct 01	Sep 30	\$126	\$70
AL	Gulf Shores	Baldwin	Oct 01	Feb 28	\$134	\$64
AL	Gulf Shores	Baldwin	Mar 01	May 31	\$163	\$64
AL	Gulf Shores	Baldwin	Jun 01	Jul 31	\$216	\$64
AL	Gulf Shores	Baldwin	Aug 01	Sep 30	\$134	\$64
AL	Huntsville	Madison	Oct 01	Mar 31	\$141	\$64
AL	Huntsville	Madison	Apr 01	Jul 31	\$134	\$64
AL	Huntsville	Madison	Aug 01	Sep 30	\$141	\$64
AL	Mobile	Mobile	Oct 01	Sep 30	\$114	\$64
<b>Arkansas</b>						
AR	Hot Springs	Garland	Oct 01	Sep 30	\$114	\$58
<b>California</b>						
CA	Antioch / Brentwood / Concord	Contra Costa	Oct 01	Sep 30	\$147	\$76
CA	Bakersfield / Ridgecrest	Kern	Oct 01	Sep 30	\$132	\$64
CA	Barstow / Ontario / Victorville	San Bernardino	Oct 01	Sep 30	\$124	\$76
CA	Death Valley	Inyo / NAWA China Lake	Oct 01	Sep 30	\$142	\$70
CA	Eureka / Arcata / McKinleyville	Humboldt	Oct 01	May 31	\$125	\$76
CA	Eureka / Arcata / McKinleyville	Humboldt	Jun 01	Aug 31	\$172	\$76
CA	Eureka / Arcata / McKinleyville	Humboldt	Sep 01	Sep 30	\$125	\$76
CA	Fresno	Fresno	Oct 01	Sep 30	\$129	\$76
CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	Oct 01	Sep 30	\$191	\$76
CA	Mammoth Lakes	Mono	Oct 01	Nov 30	\$139	\$76
CA	Mammoth Lakes	Mono	Dec 01	Mar 31	\$195	\$76
CA	Mammoth Lakes	Mono	Apr 01	Sep 30	\$139	\$76
CA	Mill Valley / San Rafael / Novato	Marin	Oct 01	May 31	\$153	\$82
CA	Mill Valley / San Rafael / Novato	Marin	Jun 01	Sep 30	\$175	\$82
CA	Monterey	Monterey	Oct 01	Jan 31	\$191	\$82
CA	Monterey	Monterey	Feb 01	Jun 30	\$199	\$82
CA	Monterey	Monterey	Jul 01	Aug 31	\$279	\$82
CA	Monterey	Monterey	Sep 1	Sep 30	\$191	\$82



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If a city is listed, then the city's rate applies. If a city not listed is located in a county whose rate is listed, then the county's rate applies. Otherwise, within the Continental United States, the rates to the immediate right apply.					<b>\$110</b>	<b>\$58</b>
CA	Napa	Napa	Oct 01	Nov 30	\$246	\$82
CA	Napa	Napa	Dec 01	Jan 31	\$172	\$82
CA	Napa	Napa	Feb 01	Sep 30	\$246	\$82
CA	Oakhurst	Madera	Oct 01	Sep 30	\$135	\$70
CA	Oakland	Alameda	Oct 01	Sep 30	\$145	\$82
CA	Palm Springs	Riverside	Oct 01	Apr 30	\$186	\$76
CA	Palm Springs	Riverside	May 01	Sep 30	\$141	\$76
CA	Point Arena / Gualala	Mendocino	Oct 01	Sep 30	\$129	\$76
CA	Sacramento	Sacramento	Oct 01	Sep 30	\$150	\$76
CA	San Diego	San Diego	Oct 01	May 31	\$199	\$76
CA	San Diego	San Diego	Jun 01	Jul 31	\$237	\$76
CA	San Diego	San Diego	Aug 01	Sep 30	\$199	\$76
CA	San Francisco	San Francisco	Oct 01	Dec 31	\$272	\$82
CA	San Francisco	San Francisco	Jan 01	Aug 31	\$259	\$82
CA	San Francisco	San Francisco	Sep 01	Sep 30	\$272	\$82
CA	San Luis Obispo	San Luis Obispo	Oct 01	May 31	\$163	\$76
CA	San Luis Obispo	San Luis Obispo	Jun 01	Jul 31	\$203	\$76
CA	San Luis Obispo	San Luis Obispo	Aug 01	Sep 30	\$163	\$76
CA	San Mateo / Foster City / Belmont	San Mateo	Oct 01	Sep 30	\$183	\$76
CA	Santa Barbara	Santa Barbara	Oct 01	Jun 30	\$205	\$82
CA	Santa Barbara	Santa Barbara	Jul 01	Aug 31	\$262	\$82
CA	Santa Barbara	Santa Barbara	Sep 01	Sep 30	\$205	\$82
CA	Santa Cruz	Santa Cruz	Oct 01	May 31	\$139	\$76
CA	Santa Cruz	Santa Cruz	Jun 01	Aug 31	\$176	\$76
CA	Santa Cruz	Santa Cruz	Sep 01	Sep 30	\$139	\$76
CA	Santa Monica	City limits of Santa Monica	Oct 01	Sep 30	\$273	\$82
CA	Santa Rosa	Sonoma	Oct 01	Sep 30	\$157	\$76
CA	South Lake Tahoe	El Dorado	Oct 01	Nov 30	\$141	\$76
CA	South Lake Tahoe	El Dorado	Dec 01	Mar 31	\$247	\$76
CA	South Lake Tahoe	El Dorado	Apr 01	May 31	\$143	\$76
CA	South Lake Tahoe	El Dorado	Jun 01	Aug 31	\$171	\$76
CA	South Lake Tahoe	El Dorado	Sep 01	Sep 30	\$141	\$76
CA	Stockton	San Joaquin	Oct 01	Sep 30	\$132	\$64
CA	Sunnyvale / Palo Alto / San Jose	Santa Clara	Oct 01	Sep 30	\$192	\$82
CA	Tahoe City	Placer	Oct 01	Sep 30	\$131	\$76
CA	Truckee	Nevada	Oct 01	Nov 30	\$142	\$76

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State	Location	County	Begin	End	Lodging	M&IE
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CA	Truckee	Nevada	Dec 01	Feb 28	\$169	\$76
CA	Truckee	Nevada	Mar 01	May 31	\$146	\$76
CA	Truckee	Nevada	Jun 01	Aug 31	\$173	\$76
CA	Truckee	Nevada	Sep 01	Sep 30	\$142	\$76
CA	Visalia	Tulare	Oct 01	Sep 30	\$131	\$70
CA	West Sacramento / Davis	Yolo	Oct 01	Sep 30	\$142	\$70
CA	Yosemite National Park	Mariposa	Oct 01	Dec 31	\$181	\$76
CA	Yosemite National Park	Mariposa	Jan 01	Apr 30	\$203	\$76
CA	Yosemite National Park	Mariposa	May 01	Sep 30	\$181	\$76
<b>Colorado</b>						
CO	Aspen	Pitkin	Oct 01	Nov 30	\$207	\$82
CO	Aspen	Pitkin	Dec 01	Mar 31	\$407	\$82
CO	Aspen	Pitkin	Apr 01	Sep 30	\$207	\$82
CO	Boulder / Broomfield	Boulder / Broomfield	Oct 01	Oct 31	\$173	\$70
CO	Boulder / Broomfield	Boulder / Broomfield	Nov 01	Apr 30	\$125	\$70
CO	Boulder / Broomfield	Boulder / Broomfield	May 01	Sep 30	\$173	\$70
CO	Colorado Springs	El Paso	Oct 01	May 31	\$123	\$76
CO	Colorado Springs	El Paso	Jun 01	Aug 31	\$168	\$76
CO	Colorado Springs	El Paso	Sep 01	Sep 30	\$123	\$76
CO	Cortez	Montezuma	Oct 01	Oct 31	\$133	\$64
CO	Cortez	Montezuma	Nov 01	Apr 30	\$110	\$64
CO	Cortez	Montezuma	May 01	Sep 30	\$133	\$64
CO	Crested Butte / Gunnison	Gunnison	Oct 01	Sep 30	\$154	\$76
CO	Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	Oct 01	Oct 31	\$215	\$82
CO	Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	Nov 01	Mar 31	\$165	\$82
CO	Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	Apr 01	Sep 30	\$215	\$82
CO	Douglas	Douglas	Oct 01	May 31	\$111	\$70
CO	Douglas	Douglas	Jun 01	Aug 31	\$142	\$70
CO	Douglas	Douglas	Sep 01	Sep 30	\$111	\$70
CO	Durango	La Plata	Oct 01	May 31	\$121	\$70
CO	Durango	La Plata	Jun 01	Sep 30	\$184	\$70
CO	Fort Collins / Loveland	Larimer	Oct 01	May 31	\$110	\$70
CO	Fort Collins / Loveland	Larimer	Jun 01	Aug 31	\$140	\$70

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If a city is listed, then the city's rate applies. If a city not listed is located in a county whose rate is listed, then the county's rate applies. Otherwise, within the Continental United States, the rates to the immediate right apply.					<b>\$110</b>	<b>\$58</b>
CO	Fort Collins / Loveland	Larimer	Sep 01	Sep 30	\$110	\$70
CO	Grand Lake	Grand	Oct 01	Nov 30	\$145	\$76
CO	Grand Lake	Grand	Dec 01	Mar 31	\$173	\$76
CO	Grand Lake	Grand	Apr 01	May 31	\$122	\$76
CO	Grand Lake	Grand	Jun 01	Sep 30	\$145	\$76
CO	Montrose	Montrose	Oct 01	Oct 31	\$185	\$64
CO	Montrose	Montrose	Nov 01	May 31	\$136	\$64
CO	Montrose	Montrose	Jun 01	Sep30	\$185	\$64
CO	Silverthorne / Breckenridge	Summit	Oct 01	Nov 30	\$162	\$82
CO	Silverthorne / Breckenridge	Summit	Dec 01	Mar 31	\$282	\$82
CO	Silverthorne / Breckenridge	Summit	Apr 01	Sep 30	\$162	\$82
CO	Steamboat Springs	Routt	Oct 01	Nov 30	\$132	\$82
CO	Steamboat Springs	Routt	Dec 01	Mar 31	\$288	\$82
CO	Steamboat Springs	Routt	Apr 01	May 31	\$123	\$82
CO	Steamboat Springs	Routt	Jun 01	Sep 30	\$179	\$82
CO	Telluride	San Miguel	Oct 01	Nov 30	\$184	\$82
CO	Telluride	San Miguel	Dec 01	Mar 31	\$350	\$82
CO	Telluride	San Miguel	Apr 01	Sep 30	\$184	\$82
CO	Vail	Eagle	Oct 01	Nov 30	\$201	\$82
CO	Vail	Eagle	Dec 01	Mar 31	\$397	\$82
CO	Vail	Eagle	Apr 01	Sep 30	\$201	\$82
<b>Connecticut</b>						
CT	Bridgeport / Danbury	Fairfield	Oct 01	Sep 30	\$146	\$76
CT	Hartford	Hartford	Oct 01	Sep 30	\$138	\$70
CT	New Haven	New Haven	Oct 01	Sep 30	\$130	\$70
CT	New London / Groton	New London	Oct 01	Sep 30	\$124	\$76
<b>District of Columbia (Washington DC)</b>						
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	Oct 01	Oct 31	\$275	\$82

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If a city is listed, then the city's rate applies. If a city not listed is located in a county whose rate is listed, then the county's rate applies. Otherwise, within the Continental United States, the rates to the immediate right apply.					<b>\$110</b>	<b>\$58</b>
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	Nov 01	Feb 28	\$196	\$82
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	Mar 01	Jun 30	\$276	\$82
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	Jul 01	Aug 31	\$183	\$82
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	Sep 01	Sep 30	\$275	\$82
<b>Delaware</b>						
DE	Lewes	Sussex	Oct 01	May 31	\$124	\$64
DE	Lewes	Sussex	Jun 01	Aug 31	\$221	\$64
DE	Lewes	Sussex	Sep 01	Sep 30	\$124	\$64
DE	Wilmington	New Castle	Oct 01	Sep 30	\$127	\$64
<b>Florida</b>						
FL	Boca Raton/Delray Beach/ Jupiter	Palm Beach / Hendry	Oct 01	Dec 31	\$171	\$76

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State	Location	County	Begin	End	Lodging	M&IE
If a city is listed, then the city's rate applies. If a city not listed is located in a county whose rate is listed, then the county's rate applies. Otherwise, within the Continental United States, the rates to the immediate right apply.					<b>\$110</b>	<b>\$58</b>
FL	Boca Raton/Delray Beach/Jupiter	Palm Beach / Hendry	Jan 01	Apr 30	\$244	\$76
FL	Boca Raton/Delray Beach/Jupiter	Palm Beach / Hendry	May 01	Sep 30	\$143	\$76
FL	Bradenton	Manatee	Oct 01	Jan 31	\$151	\$70
FL	Bradenton	Manatee	Feb 01	Mar 31	\$225	\$70
FL	Bradenton	Manatee	Apr 01	Sep 30	\$145	\$70
FL	Cocoa Beach	Brevard	Oct 01	Jan 31	\$166	\$64
FL	Cocoa Beach	Brevard	Feb 01	Mar 31	\$208	\$64
FL	Cocoa Beach	Brevard	Apr 01	Sep 30	\$166	\$64
FL	Daytona Beach	Volusia	Oct 01	Dec 31	\$116	\$70
FL	Daytona Beach	Volusia	Jan 01	Apr 30	\$157	\$70
FL	Daytona Beach	Volusia	May 01	Jul 31	\$138	\$70
FL	Daytona Beach	Volusia	Aug 01	Sep 30	\$116	\$70
FL	Fort Lauderdale	Broward	Oct 01	Dec 31	\$172	\$76
FL	Fort Lauderdale	Broward	Jan 1	Apr 30	\$224	\$76
FL	Fort Lauderdale	Broward	May 1	Sep 30	\$143	\$76
FL	Fort Myers	Lee	Oct 01	Dec 31	\$139	\$70
FL	Fort Myers	Lee	Jan 01	Mar 31	\$216	\$70
FL	Fort Myers	Lee	Apr 01	Sep 30	\$139	\$70
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	Oct 01	Oct 31	\$164	\$76
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	Nov 01	Feb 28	\$110	\$76
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	Mar 01	May 31	\$184	\$76
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	Jun 01	Jul 31	\$260	\$76
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	Aug 01	Sep 30	\$164	\$76
FL	Gulf Breeze	Santa Rosa	Oct 01	Feb 28	\$124	\$64
FL	Gulf Breeze	Santa Rosa	Mar 01	May 31	\$161	\$64
FL	Gulf Breeze	Santa Rosa	Jun 01	Jul 31	\$214	\$64
FL	Gulf Breeze	Santa Rosa	Aug 01	Sep 30	\$124	\$64
FL	Key West	Monroe	Oct 01	Nov 30	\$269	\$76
FL	Key West	Monroe	Dec 01	Jan 31	\$366	\$76
FL	Key West	Monroe	Feb 01	Apr 30	\$436	\$76
FL	Key West	Monroe	May 01	Sep 30	\$258	\$76
FL	Miami	Miami-Dade	Oct 01	Nov 30	\$145	\$82

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If a city is listed, then the city's rate applies. If a city not listed is located in a county whose rate is listed, then the county's rate applies. Otherwise, within the Continental United States, the rates to the immediate right apply.					<b>\$110</b>	<b>\$58</b>
FL	Miami	Miami-Dade	Dec 01	Jan 31	\$210	\$82
FL	Miami	Miami-Dade	Feb 01	Mar 31	\$232	\$82
FL	Miami	Miami-Dade	Apr 01	May 31	\$182	\$82
FL	Miami	Miami-Dade	Jun 01	Sep 30	\$145	\$82
FL	Naples	Collier	Oct 01	Nov 30	\$164	\$70
FL	Naples	Collier	Dec 01	Jan 31	\$257	\$70
FL	Naples	Collier	Feb 01	Apr 30	\$314	\$70
FL	Naples	Collier	May 01	Sep 30	\$164	\$70
FL	Orlando	Orange	Oct 01	Dec 31	\$140	\$70
FL	Orlando	Orange	Jan 01	Mar 31	\$169	\$70
FL	Orlando	Orange	Apr 01	Sep 30	\$140	\$70
FL	Panama City	Bay	Oct 01	Feb 28	\$110	\$70
FL	Panama City	Bay	Mar 01	May 31	\$147	\$70
FL	Panama City	Bay	Jun 01	Jul 31	\$194	\$70
FL	Panama City	Bay	Aug 01	Sep 30	\$110	\$70
FL	Pensacola	Escambia	Oct 01	Feb 28	\$120	\$64
FL	Pensacola	Escambia	Mar 01	May 31	\$149	\$64
FL	Pensacola	Escambia	Jun 01	Jul 31	\$190	\$64
FL	Pensacola	Escambia	Aug 01	Sep 30	\$120	\$64
FL	Punta Gorda	Charlotte	Oct 01	Jan 31	\$124	\$64
FL	Punta Gorda	Charlotte	Feb 01	Mar 31	\$192	\$64
FL	Punta Gorda	Charlotte	Apr 01	Sep 30	\$124	\$64
FL	Sarasota	Sarasota	Oct 01	Jan 31	\$145	\$76
FL	Sarasota	Sarasota	Feb 01	Apr 30	\$205	\$76
FL	Sarasota	Sarasota	May 01	Sep 30	\$131	\$76
FL	Sebring	Highlands	Oct 01	Jan 31	\$126	\$64
FL	Sebring	Highlands	Feb 01	Mar 31	\$219	\$64
FL	Sebring	Highlands	Apr 01	Sep 30	\$126	\$64
FL	St. Augustine	St. Johns	Oct 01	Nov 30	\$151	\$70
FL	St. Augustine	St. Johns	Dec 01	Mar 31	\$170	\$70
FL	St. Augustine	St. Johns	Apr 01	Sep 30	\$151	\$70
FL	Stuart	Martin	Oct 01	Jan 31	\$129	\$70
FL	Stuart	Martin	Feb 01	Mar 31	\$214	\$70
FL	Stuart	Martin	Apr 01	Sep 30	\$129	\$70
FL	Tallahassee	Leon	Oct 01	Dec 31	\$113	\$70
FL	Tallahassee	Leon	Jan 01	Apr 30	\$138	\$70

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FL	Tallahassee	Leon	May 01	Sep 30	\$113	\$70
FL	Tampa / St. Petersburg	Pinellas / Hillsborough	Oct 01	Jan 31	\$148	\$70
FL	Tampa / St. Petersburg	Pinellas / Hillsborough	Feb 01	Apr 30	\$200	\$70
FL	Tampa / St. Petersburg	Pinellas / Hillsborough	May 01	Sep 30	\$148	\$70
FL	Vero Beach	Indian River	Oct 01	Nov 30	\$181	\$64
FL	Vero Beach	Indian River	Dec 01	Apr 30	\$259	\$64
FL	Vero Beach	Indian River	May 01	Sep 30	\$181	\$64
<b>Georgia</b>						
GA	Athens	Clarke	Oct 01	Sep 30	\$136	\$64
GA	Atlanta	Fulton / Dekalb	Oct 01	Dec 31	\$182	\$76
GA	Atlanta	Fulton / Dekalb	Jan 01	Mar 31	\$197	\$76
GA	Atlanta	Fulton / Dekalb	Apr 01	Sep 30	\$182	\$76
GA	Augusta	Richmond	Oct 01	Apr 30	\$125	\$64
GA	Augusta	Richmond	May 01	Jun 30	\$110	\$64
GA	Augusta	Richmond	Jul 01	Sep 30	\$125	\$64
GA	Jekyll Island / Brunswick	Glynn	Oct 01	Feb 28	\$172	\$76
GA	Jekyll Island / Brunswick	Glynn	Mar 01	Jul 31	\$223	\$76
GA	Jekyll Island / Brunswick	Glynn	Aug 01	Sep 30	\$172	\$76
GA	Marietta	Cobb	Oct 01	Sep 30	\$126	\$64
GA	Savannah	Chatham	Oct 01	Feb 28	\$147	\$70
GA	Savannah	Chatham	Mar 01	Apr 30	\$176	\$70
GA	Savannah	Chatham	May 01	Sep 30	\$147	\$70
<b>Iowa</b>						
IA	Dallas	Dallas	Oct 01	Sep 30	\$115	\$70
IA	Des Moines	Polk	Oct 01	Sep 30	\$121	\$70
<b>Idaho</b>						
ID	Boise	Ada	Oct 01	Oct 31	\$191	\$76
ID	Boise	Ada	Nov 01	May 31	\$167	\$76
ID	Boise	Ada	Jun 01	Sep 30	\$191	\$76
ID	Coeur d'Alene	Kootenai	Oct 01	May 31	\$142	\$64
ID	Coeur d'Alene	Kootenai	Jun 01	Aug 31	\$217	\$64
ID	Coeur d'Alene	Kootenai	Sep 01	Sep 30	\$142	\$64
ID	Sun Valley / Ketchum	Blaine / Elmore	Oct 01	Nov 30	\$191	\$70
ID	Sun Valley / Ketchum	Blaine / Elmore	Dec 01	Mar 31	\$300	\$70
ID	Sun Valley / Ketchum	Blaine / Elmore	Apr 01	May 31	\$181	\$70
ID	Sun Valley / Ketchum	Blaine / Elmore	Jun 01	Sep 30	\$295	\$70

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<b>Illinois</b>						
IL	Bolingbrook / Romeoville / Lemont	Will	Oct 01	Sep 30	\$114	\$64
IL	Chicago	Cook / Lake	Oct 01	Nov 30	\$223	\$82
IL	Chicago	Cook / Lake	Dec 01	Mar 31	\$142	\$82
IL	Chicago	Cook / Lake	Apr 01	Jun 30	\$234	\$82
IL	Chicago	Cook / Lake	Jul 01	Aug 31	\$202	\$82
IL	Chicago	Cook / Lake	Sep 01	Sep 30	\$223	\$82
IL	East St. Louis, O'Fallon / Fairview Heights	St. Clair	Oct 01	Sep 30	\$150	\$76
IL	Oak Brook Terrace	DuPage	Oct 01	Sep 30	\$115	\$70
<b>Indiana</b>						
IN	Bloomington	Monroe	Oct 01	Apr 30	\$110	\$64
IN	Bloomington	Monroe	May 01	Aug 31	\$139	\$64
IN	Bloomington	Monroe	Sep 01	Sep 30	\$110	\$64
IN	Indianapolis / Carmel	Marion / Hamilton	Oct 01	Sep 30	\$133	\$70
IN	Lafayette / West Lafayette	Tippecanoe	Oct 01	Jul 31	\$123	\$64
IN	Lafayette / West Lafayette	Tippecanoe	Aug 01	Sep 30	\$143	\$64
<b>Kansas</b>						
KS	Kansas City / Overland Park	Wyandotte / Johnson / Leavenworth	Oct 01	Sep 30	\$135	\$70
<b>Kentucky</b>						
KY	Boone	Boone	Oct 01	Sep 30	\$116	\$58
KY	Kenton	Kenton	Oct 01	Sep 30	\$163	\$76
KY	Lexington	Fayette	Oct 01	Sep 30	\$118	\$70
KY	Louisville	Jefferson	Oct 01	Oct 31	\$164	\$70
KY	Louisville	Jefferson	Nov 01	Jan 31	\$120	\$70
KY	Louisville	Jefferson	Feb 01	May 31	\$155	\$70
KY	Louisville	Jefferson	Jun 01	Aug 31	\$134	\$70
KY	Louisville	Jefferson	Sep 01	Sep 30	\$164	\$70
<b>Louisiana</b>						
LA	Alexandria / Leesville / Natchitoches	Allen / Jefferson Davis / Natchitoches / Rapides / Vernon Parishes	Oct 01	Sep 30	\$112	\$58
LA	New Orleans	Orleans / Jefferson Parishes	Oct 01	Jan 31	\$157	\$70
LA	New Orleans	Orleans / Jefferson Parishes	Feb 01	May 31	\$179	\$70



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If a city is listed, then the city's rate applies. If a city not listed is located in a county whose rate is listed, then the county's rate applies. Otherwise, within the Continental United States, the rates to the immediate right apply.					<b>\$110</b>	<b>\$58</b>
LA	New Orleans	Orleans / Jefferson Parishes	Jun 01	Aug 31	\$133	\$70
LA	New Orleans	Orleans / Jefferson Parishes	Sep 01	Sep 30	\$157	\$70
<b>Massachusetts</b>						
MA	Andover	Essex	Oct 01	Sep 30	\$137	\$70
MA	Boston / Cambridge	Suffolk, city of Cambridge	Oct 01	Oct 31	\$349	\$82
MA	Boston / Cambridge	Suffolk, city of Cambridge	Nov 01	Feb 28	\$209	\$82
MA	Boston / Cambridge	Suffolk, city of Cambridge	Mar 01	Aug 31	\$291	\$82
MA	Boston / Cambridge	Suffolk, city of Cambridge	Sep 01	Sep 30	\$349	\$82
MA	Burlington / Woburn	Middlesex less the city of Cambridge	Oct 01	Oct 31	\$178	\$76
MA	Burlington / Woburn	Middlesex less the city of Cambridge	Nov 01	Apr 30	\$144	\$76
MA	Burlington / Woburn	Middlesex less the city of Cambridge	May 01	Sep 30	\$178	\$76
MA	Falmouth	City limits of Falmouth	Oct 01	Jun 30	\$142	\$76
MA	Falmouth	City limits of Falmouth	Jul 01	Aug 31	\$253	\$76
MA	Falmouth	City limits of Falmouth	Sep 01	Sep 30	\$142	\$76
MA	Hyannis	Barnstable less the city of Falmouth	Oct 01	Jun 30	\$131	\$82
MA	Hyannis	Barnstable less the city of Falmouth	Jul 01	Aug 31	\$209	\$82
MA	Hyannis	Barnstable less the city of Falmouth	Sep 01	Sep 30	\$131	\$82
MA	Martha's Vineyard	Dukes	Oct 01	May 31	\$196	\$82
MA	Martha's Vineyard	Dukes	Jun 01	Sep 30	\$462	\$82
MA	Nantucket	Nantucket	Oct 01	May 31	\$175	\$82
MA	Nantucket	Nantucket	Jun 01	Sep 30	\$471	\$82
MA	Northampton	Hampshire	Oct 01	Sep 30	\$157	\$70
MA	Pittsfield	Berkshire	Oct 01	Jun 30	\$136	\$76
MA	Pittsfield	Berkshire	Jul 01	Aug 31	\$178	\$76
MA	Pittsfield	Berkshire	Sep 01	Sep 30	\$136	\$76
MA	Plymouth / Taunton / New Bedford	Plymouth / Bristol	Oct 01	Sep 30	\$126	\$70
MA	Quincy	Norfolk	Oct 01	Oct 31	\$175	\$70
MA	Quincy	Norfolk	Nov 01	Apr 30	\$139	\$70

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If a city is listed, then the city's rate applies. If a city not listed is located in a county whose rate is listed, then the county's rate applies. Otherwise, within the Continental United States, the rates to the immediate right apply.					<b>\$110</b>	<b>\$58</b>
MA	Quincy	Norfolk	May 01	Sep 30	\$175	\$70
MA	Springfield	Hampden	Oct 01	Sep 30	\$128	\$64
MA	Worcester	Worcester	Oct 01	Sep 30	\$135	\$70
<b>Maryland (see District of Columbia for Washington D.C. rates applicable to Maryland)</b>						
MD	Aberdeen / Bel Air / Belcamp	Harford	Oct 01	Sep 30	\$113	\$64
MD	Annapolis	Anne Arundel	Oct 01	Oct 31	\$161	\$70
MD	Annapolis	Anne Arundel	Nov 01	Apr 30	\$125	\$70
MD	Annapolis	Anne Arundel	May 01	Sep 30	\$161	\$70
MD	Baltimore City	Baltimore City	Oct 01	Sep 30	\$150	\$76
MD	Cambridge / St. Michaels	Dorchester / Talbot	Oct 01	May 31	\$145	\$70
MD	Cambridge / St. Michaels	Dorchester / Talbot	Jun 01	Aug 31	\$186	\$70
MD	Cambridge / St. Michaels	Dorchester / Talbot	Sep 01	Sep 30	\$145	\$70
MD	Centreville	Queen Anne	Oct 01	Oct 31	\$154	\$64
MD	Centreville	Queen Anne	Nov 01	Apr 30	\$121	\$64
MD	Centreville	Queen Anne	May 01	Sep 30	\$154	\$64
MD	Columbia	Howard	Oct 01	Sep 30	\$113	\$76
MD	Ocean City	Worcester	Oct 01	May 31	\$115	\$70
MD	Ocean City	Worcester	Jun 01	Aug 31	\$295	\$70
MD	Ocean City	Worcester	Sep 01	Sep 30	\$115	\$70
<b>Maine</b>						
ME	Bar Harbor / Rockport	Hancock / Knox	Oct 01	Oct 31	\$264	\$82
ME	Bar Harbor / Rockport	Hancock / Knox	Nov 01	Apr 30	\$128	\$82
ME	Bar Harbor / Rockport	Hancock / Knox	May 01	Jun 30	\$209	\$82
ME	Bar Harbor / Rockport	Hancock / Knox	Jul 01	Aug 31	\$304	\$82
ME	Bar Harbor / Rockport	Hancock / Knox	Sep 01	Sep 30	\$264	\$82
ME	Kennebunk / Kittery / Sanford	York	Oct 01	Oct 31	\$153	\$76
ME	Kennebunk / Kittery / Sanford	York	Nov 01	Jun 30	\$119	\$76
ME	Kennebunk / Kittery / Sanford	York	Jul 01	Aug 31	\$201	\$76
ME	Kennebunk / Kittery / Sanford	York	Sep 01	Sep 30	\$153	\$76
ME	Portland	Cumberland / Sagadahoc	Oct 01	Oct 31	\$199	\$70
ME	Portland	Cumberland / Sagadahoc	Nov 01	May 31	\$114	\$70
ME	Portland	Cumberland / Sagadahoc	Jun 01	Aug 31	\$211	\$70
ME	Portland	Cumberland / Sagadahoc	Sep 01	Sep 30	\$199	\$70
<b>Michigan</b>						

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If a city is listed, then the city's rate applies. If a city not listed is located in a county whose rate is listed, then the county's rate applies. Otherwise, within the Continental United States, the rates to the immediate right apply.					<b>\$110</b>	<b>\$58</b>
MI	Ann Arbor	Washtenaw	Oct 01	Mar 31	\$125	\$70
MI	Ann Arbor	Washtenaw	Apr 01	Aug 31	\$146	\$70
MI	Ann Arbor	Washtenaw	Sep 01	Sep 30	\$125	\$70
MI	Detroit	Wayne	Oct 01	Sep 30	\$152	\$64
MI	Grand Rapids	Kent	Oct 01	Sep 30	\$119	\$70
MI	Holland	Ottawa	Oct 01	Apr 30	\$116	\$64
MI	Holland	Ottawa	May 01	Aug 31	\$157	\$64
MI	Holland	Ottawa	Sep 01	Sep 30	\$116	\$64
MI	Mackinac Island	Mackinac	Oct 01	Jun 30	\$120	\$76
MI	Mackinac Island	Mackinac	Jul 01	Aug 31	\$195	\$76
MI	Mackinac Island	Mackinac	Sep 01	Sep 30	\$120	\$76
MI	Midland	Midland	Oct 01	Sep 30	\$120	\$64
MI	Muskegon	Muskegon	Oct 01	May 31	\$110	\$58
MI	Muskegon	Muskegon	Jun 01	Aug 31	\$149	\$58
MI	Muskegon	Muskegon	Sep 01	Sep 30	\$110	\$58
MI	Petoskey	Emmet	Oct 01	Oct 31	\$171	\$76
MI	Petoskey	Emmet	Nov 01	May 31	\$116	\$76
MI	Petoskey	Emmet	Jun 01	Aug 31	\$220	\$76
MI	Petoskey	Emmet	Sep 01	Sep 30	\$171	\$76
MI	Pontiac / Auburn Hills	Oakland	Oct 01	Sep 30	\$116	\$70
MI	South Haven	Van Buren	Oct 01	May 31	\$110	\$58
MI	South Haven	Van Buren	Jun 01	Aug 31	\$142	\$58
MI	South Haven	Van Buren	Sep 01	Sep 30	\$110	\$58
MI	Traverse City	Grand Traverse	Oct 01	Jun 30	\$134	\$70
MI	Traverse City	Grand Traverse	Jul 01	Aug 31	\$235	\$70
MI	Traverse City	Grand Traverse	Sep 01	Sep 30	\$134	\$70
<b>Minnesota</b>						
MN	Duluth	St. Louis	Oct 01	Oct 31	\$220	\$76
MN	Duluth	St. Louis	Nov 01	May 31	\$159	\$76
MN	Duluth	St. Louis	Jun 01	Sep 30	\$220	\$76
MN	Minneapolis / St. Paul	Hennepin / Ramsey	Oct 01	Sep 30	\$148	\$82
MN	Rochester	Olmsted	Oct 01	Sep 30	\$127	\$70
<b>Missouri</b>						
MO	Kansas City	Jackson / Clay / Cass / Platte	Oct 01	Sep 30	\$135	\$70

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MO	St. Louis	St. Louis / St. Louis City / St. Charles	Oct 01	Sep 30	\$150	\$76
<b>Mississippi</b>						
MS	Oxford	Lafayette	Oct 01	Sep 30	\$127	\$58
MS	Southaven	Desoto	Oct 01	Sep 30	\$126	\$58
MS	Starkville	Oktibbeha	Oct 01	Sep 30	\$125	\$58
<b>Montana</b>						
MT	Big Sky / West Yellowstone / Gardiner	Gallatin / Park	Oct 01	May 31	\$176	\$70
MT	Big Sky / West Yellowstone / Gardiner	Gallatin / Park	Jun 01	Sep 30	\$310	\$70
MT	Helena	Lewis and Clark	Oct 01	Sep 30	\$132	\$64
MT	Kalispell / Whitefish	Flathead	Oct 01	Jun 30	\$124	\$70
MT	Kalispell / Whitefish	Flathead	Jul 01	Sep 30	\$232	\$70
MT	Missoula	Missoula	Oct 01	May 31	\$130	\$64
MT	Missoula	Missoula	Jun 01	Sep 30	\$195	\$64
<b>North Carolina</b>						
NC	Asheville	Buncombe	Oct 01	Dec 31	\$141	\$70
NC	Asheville	Buncombe	Jan 01	Sep 30	\$120	\$70
NC	Atlantic Beach / Morehead City	Carteret	Oct 01	Apr 30	\$123	\$64
NC	Atlantic Beach / Morehead City	Carteret	May 01	Aug 31	\$178	\$64
NC	Atlantic Beach / Morehead City	Carteret	Sep 01	Sep 30	\$123	\$64
NC	Chapel Hill	Orange	Oct 01	Sep 30	\$140	\$70
NC	Charlotte	Mecklenburg	Oct 01	Sep 30	\$131	\$70
NC	Durham	Durham	Oct 01	Sep 30	\$121	\$64
NC	Fayetteville	Cumberland	Oct 01	Sep 30	\$124	\$58
NC	Greensboro	Guilford	Oct 01	Oct 31	\$123	\$64
NC	Greensboro	Guilford	Nov 01	Feb 28	\$112	\$64
NC	Greensboro	Guilford	Mar 01	Sep 30	\$123	\$64
NC	Kill Devil Hills	Dare	Oct 01	Mar 31	\$133	\$64
NC	Kill Devil Hills	Dare	Apr 01	May 31	\$190	\$64
NC	Kill Devil Hills	Dare	Jun 01	Aug 31	\$254	\$64
NC	Kill Devil Hills	Dare	Sep 01	Sep 30	\$133	\$64
NC	Raleigh	Wake	Oct 01	Sep 30	\$131	\$64
NC	Wilmington	New Hanover	Oct 01	Oct 31	\$147	\$64

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NC	Wilmington	New Hanover	Nov 01	Feb28	\$110	\$64
NC	Wilmington	New Hanover	Mar 01	Sep 30	\$147	\$64
<b>North Dakota</b>						
ND	All Cities and Towns	All Counties	Oct 01	Sep 30	\$110	\$58
<b>Nebraska</b>						
NE	Omaha	Douglas	Oct 01	Sep 30	\$122	\$70
<b>New Hampshire</b>						
NH	Concord	Merrimack	Oct 01	Sep 30	\$124	\$64
NH	Conway	Caroll	Oct 01	Feb 28	\$144	\$70
NH	Conway	Caroll	Mar 01	Jun 30	\$118	\$70
NH	Conway	Caroll	Jul 01	Aug 31	\$161	\$70
NH	Conway	Caroll	Sep 01	Sep 30	\$144	\$70
NH	Durham	Strafford	Oct 01	Jun 30	\$125	\$64
NH	Durham	Strafford	Jul 01	Aug 31	\$152	\$64
NH	Durham	Strafford	Sep 01	Sep 30	\$125	\$64
NH	Laconia	Belknap	Oct 01	Oct 31	\$182	\$64
NH	Laconia	Belknap	Nov 01	May 31	\$140	\$64
NH	Laconia	Belknap	Jun 01	Sep 30	\$182	\$64
NH	Lebanon / Lincoln / West Lebanon	Grafton	Oct 01	Oct 31	\$177	\$64
NH	Lebanon / Lincoln / West Lebanon	Grafton	Nov 01	May 31	\$142	\$64
NH	Lebanon / Lincoln / West Lebanon	Grafton	Jun 01	Sep 30	\$177	\$64
NH	Manchester	Hillsborough	Oct 01	Sep 30	\$130	\$64
NH	Portsmouth	Rockingham	Oct 01	Oct 31	\$171	\$64
NH	Portsmouth	Rockingham	Nov 01	Jun 30	\$129	\$64
NH	Portsmouth	Rockingham	Jul 01	Aug 31	\$192	\$64
NH	Portsmouth	Rockingham	Sep 01	Sep 30	\$171	\$64
<b>New Jersey</b>						
NJ	Cherry Hill / Moorestown	Camden / Burlington	Oct 01	Sep 30	\$112	\$70
NJ	Eatontown / Freehold	Monmouth	Oct 01	Sep 30	\$146	\$76
NJ	Edison / Piscataway	Middlesex	Oct 01	Sep 30	\$122	\$70
NJ	Flemington	Hunterdon	Oct 01	Sep 30	\$124	\$70
NJ	Newark	Essex / Bergen / Hudson / Passaic	Oct 01	Sep 30	\$156	\$76
NJ	Parsippany	Morris	Oct 01	Sep 30	\$143	\$70
NJ	Princeton / Trenton	Mercer	Oct 01	Sep 30	\$138	\$76
NJ	Somerset	Somerset	Oct 01	Sep 30	\$138	\$70

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NJ	Springfield / Cranford / New Providence	Union	Oct 01	Sep 30	\$139	\$70
NJ	Toms River	Ocean	Oct 01	Jun 30	\$166	\$64
NJ	Toms River	Ocean	Jul 01	Aug 31	\$213	\$64
NJ	Toms River	Ocean	Sep 01	Sep 30	\$166	\$64
<b>New Mexico</b>						
NM	Albuquerque	Bernalillo	Oct 01	Sep 30	\$144	\$70
NM	Carlsbad	Eddy	Oct 01	Sep 30	\$155	\$64
NM	Santa Fe	Santa Fe	Oct 01	Oct 31	\$167	\$70
NM	Santa Fe	Santa Fe	Nov 01	Dec 31	\$142	\$70
NM	Santa Fe	Santa Fe	Jan 01	Feb 28	\$122	\$70
NM	Santa Fe	Santa Fe	Mar 01	Sep 30	\$167	\$70
NM	Taos	Taos	Oct 01	Sep 30	\$128	\$64
<b>Nevada</b>						
NV	Incline Village / Reno / Sparks	Washoe	Oct 01	Jun 30	\$138	\$70
NV	Incline Village / Reno / Sparks	Washoe	Jul 01	Aug 31	\$184	\$70
NV	Incline Village / Reno / Sparks	Washoe	Sep 01	Sep 30	\$138	\$70
NV	Las Vegas	Clark	Oct 01	Dec 31	\$126	\$76
NV	Las Vegas	Clark	Jan 01	Mar 31	\$159	\$76
NV	Las Vegas	Clark	Apr 01	Sep 30	\$126	\$76
<b>New York</b>						
NY	Albany	Albany	Oct 01	Sep 30	\$117	\$76
NY	Binghamton	Broome	Oct 01	Sep 30	\$117	\$64
NY	Buffalo	Erie	Oct 01	Jun 30	\$126	\$70
NY	Buffalo	Erie	Jul 01	Aug 31	\$136	\$70
NY	Buffalo	Erie	Sep 01	Sep 30	\$126	\$70
NY	Floral Park / Garden City / Great Neck	Nassau	Oct 01	Sep 30	\$164	\$76
NY	Glens Falls	Warren	Oct 01	Jun 30	\$117	\$76
NY	Glens Falls	Warren	Jul 01	Aug 31	\$186	\$76
NY	Glens Falls	Warren	Sep 01	Sep 30	\$117	\$76
NY	Ithaca	Tompkins	Oct 01	Sep 30	\$144	\$70
NY	Kingston	Ulster	Oct 01	Sep 30	\$139	\$76
NY	Lake Placid	Essex	Oct 01	Feb 28	\$165	\$76
NY	Lake Placid	Essex	Mar 01	Jun 30	\$144	\$76
NY	Lake Placid	Essex	Jul 01	Aug 31	\$238	\$76

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NY	Lake Placid	Essex	Sep 01	Sep 30	\$165	\$76
NY	New York City	Bronx / Kings / New York / Queens / Richmond	Oct 01	Dec 31	\$ 342	\$82
NY	New York City	Bronx / Kings / New York / Queens / Richmond	Jan 01	Feb 28	\$ 179	\$82
NY	New York City	Bronx / Kings / New York / Queens / Richmond	Mar 01	Jun 30	\$ 281	\$82
NY	New York City	Bronx / Kings / New York / Queens / Richmond	Jul 01	Aug 31	\$ 237	\$82
NY	New York City	Bronx / Kings / New York / Queens / Richmond	Sep 01	Sep 30	\$ 342	\$82
NY	Niagara Falls	Niagara	Oct 01	May 31	\$110	\$70
NY	Niagara Falls	Niagara	Jun 01	Aug 31	\$142	\$70
NY	Niagara Falls	Niagara	Sep 01	Sep 30	\$110	\$70
NY	Nyack / Palisades	Rockland	Oct 01	Sep 30	\$129	\$70
NY	Poughkeepsie	Dutchess	Oct 01	Sep 30	\$115	\$70
NY	Riverhead/ Ronkonkoma/ Melville	Suffolk	Oct 01	Sep 30	\$155	\$76
NY	Rochester	Monroe	Oct 01	Sep 30	\$132	\$70
NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	Oct 01	Jun 30	\$126	\$70
NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	Jul 01	Aug 31	\$214	\$70
NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	Sep 01	Sep 30	\$126	\$70
NY	Syracuse / Oswego	Onondaga / Oswego	Oct 01	Sep 30	\$122	\$70
NY	Tarrytown / White Plains / New Rochelle	Westchester	Oct 01	Sep 30	\$161	\$82
NY	Troy	Rensselaer	Oct 01	Sep 30	\$121	\$70
NY	West Point	Orange	Oct 01	Sep 30	\$123	\$70
<b>Ohio</b>						
OH	Cincinnati	Hamilton / Clermont	Oct 01	Sep 30	\$163	\$76
OH	Cleveland	Cuyahoga	Oct 01	Sep 30	\$159	\$70
OH	Columbus	Franklin	Oct 01	Sep 30	\$131	\$70
OH	Dayton / Fairborn	Greene / Montgomery	Oct 01	Sep 30	\$115	\$64
OH	Hamilton	Butler / Warren	Oct 01	Sep 30	\$124	\$64
OH	Sandusky	Erie	Oct 01	Nov 30	\$116	\$58
OH	Sandusky	Erie	Dec 01	Aug 31	\$144	\$58
OH	Sandusky	Erie	Sep 01	Sep 30	\$116	\$58
<b>Oklahoma</b>						
OK	Oklahoma City	Oklahoma	Oct 01	Sep 30	\$116	\$70

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<b>Oregon</b>						
OR	Beaverton	Washington	Oct 01	Sep 30	\$132	\$70
OR	Bend	Deschutes	Oct 01	May 31	\$125	\$76
OR	Bend	Deschutes	Jun 01	Aug 31	\$192	\$76
OR	Bend	Deschutes	Sep 01	Sep 30	\$125	\$76
OR	Clackamas	Clackamas	Oct 01	Sep 30	\$136	\$70
OR	Eugene / Florence	Lane	Oct 01	May 31	\$132	\$70
OR	Eugene / Florence	Lane	Jun 01	Jul 31	\$192	\$70
OR	Eugene / Florence	Lane	Aug 01	Sep 30	\$162	\$70
OR	Lincoln City	Lincoln	Oct 01	Jun 30	\$120	\$82
OR	Lincoln City	Lincoln	Jul 01	Aug 31	\$167	\$82
OR	Lincoln City	Lincoln	Sep 01	Sep 30	\$120	\$82
OR	Portland	Multnomah	Oct 01	Sep 30	\$155	\$76
OR	Seaside	Clatsop	Oct 01	Jun 30	\$141	\$76
OR	Seaside	Clatsop	Jul 01	Aug 31	\$236	\$76
OR	Seaside	Clatsop	Sep 01	Sep 30	\$141	\$76
<b>Pennsylvania</b>						
PA	Allentown / Easton / Bethlehem	Lehigh / Northampton	Oct 01	Sep 30	\$115	\$64
PA	Bucks	Bucks	Oct 01	Sep 30	\$119	\$70
PA	Chester / Radnor / Essington	Delaware	Oct 01	Sep 30	\$127	\$70
PA	Gettysburg	Adams	Oct 01	Oct 31	\$122	\$58
PA	Gettysburg	Adams	Nov 01	Mar 31	\$110	\$58
PA	Gettysburg	Adams	Apr 01	Sep 30	\$122	\$58
PA	Harrisburg	Dauphin County excluding Hershey	Oct 01	Sep 30	\$124	\$64
PA	Hershey	Hershey	Oct 01	May 31	\$145	\$70
PA	Hershey	Hershey	Jun 01	Aug 31	\$196	\$70
PA	Hershey	Hershey	Sep 01	Sep 30	\$145	\$70
PA	Lancaster	Lancaster	Oct 01	Sep 30	\$123	\$64
PA	Malvern / Frazer / Berwyn	Chester	Oct 01	Sep 30	\$118	\$70
PA	Montgomery	Montgomery	Oct 01	Sep 30	\$126	\$70
PA	Philadelphia	Philadelphia	Oct 01	Nov 30	\$218	\$82
PA	Philadelphia	Philadelphia	Dec 01	Mar 31	\$156	\$82
PA	Philadelphia	Philadelphia	Apr 01	Aug 31	\$187	\$82
PA	Philadelphia	Philadelphia	Sep 01	Sep 30	\$218	\$82
PA	Pittsburgh	Allegheny	Oct 01	Sep 30	\$138	\$70



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PA	Reading	Berks	Oct 01	Sep 30	\$117	\$64
PA	State College	Centre	Oct 01	Sep 30	\$124	\$64
<b>Rhode Island</b>						
RI	Jamestown / Middletown / Newport	Newport	Oct 01	Oct 31	\$218	\$70
RI	Jamestown / Middletown / Newport	Newport	Nov 01	May 31	\$141	\$70
RI	Jamestown / Middletown / Newport	Newport	Jun 01	Aug 31	\$268	\$70
RI	Jamestown / Middletown / Newport	Newport	Sep 01	Sep 30	\$218	\$70
RI	Providence / Bristol	Providence / Bristol	Oct 01	Sep 30	\$154	\$70
<b>South Carolina</b>						
SC	Charleston	Charleston / Berkeley / Dorchester	Oct 01	Oct 31	\$244	\$82
SC	Charleston	Charleston / Berkeley / Dorchester	Nov 01	Feb 28	\$218	\$82
SC	Charleston	Charleston / Berkeley / Dorchester	Mar 01	May 31	\$288	\$82
SC	Charleston	Charleston / Berkeley / Dorchester	Jun 01	Sep 30	\$244	\$82
SC	Columbia	Richland / Lexington	Oct 01	Sep 30	\$115	\$64
SC	Hilton Head	Beaufort	Oct 01	Oct 31	\$163	\$70
SC	Hilton Head	Beaufort	Nov 01	Feb 28	\$118	\$70
SC	Hilton Head	Beaufort	Mar 01	May 31	\$193	\$70
SC	Hilton Head	Beaufort	Jun 01	Aug 31	\$215	\$70
SC	Hilton Head	Beaufort	Sep 01	Sep 30	\$163	\$70
SC	Myrtle Beach	Horry	Oct 01	Mar 31	\$110	\$64
SC	Myrtle Beach	Horry	Apr 01	May 31	\$132	\$64
SC	Myrtle Beach	Horry	Jun 01	Aug 31	\$182	\$64
SC	Myrtle Beach	Horry	Sep 01	Sep 30	\$110	\$64
<b>South Dakota</b>						
SD	Deadwood / Spearfish	Lawrence	Oct 01	Oct 31	\$140	\$70
SD	Deadwood / Spearfish	Lawrence	Nov 01	Apr 30	\$110	\$70
SD	Deadwood / Spearfish	Lawrence	May 01	Sep 30	\$140	\$70
SD	Hot Springs	Fall River / Custer	Oct 01	May 31	\$110	\$64
SD	Hot Springs	Fall River / Custer	Jun 01	Sep 30	\$161	\$64
SD	Rapid City	Pennington	Oct 01	May 31	\$110	\$64

# State of Arizona Accounting Manual

Topic 50 Travel  
 Section 95 Maximum Mileage, Lodging, Meal, Parking and  
 Incidental Expense Reimbursement Rates

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State	Location	County	Begin	End	Lodging	M&IE
If a city is listed, then the city's rate applies. If a city not listed is located in a county whose rate is listed, then the county's rate applies. Otherwise, within the Continental United States, the rates to the immediate right apply.					<b>\$110</b>	<b>\$58</b>
SD	Rapid City	Pennington	Jun 01	Aug 31	\$158	\$64
SD	Rapid City	Pennington	Sep 01	Sep 30	\$110	\$64
<b>Tennessee</b>						
TN	Brentwood / Franklin	Williamson	Oct 01	Sep 30	\$130	\$76
TN	Chattanooga	Hamilton	Oct 01	Sep 30	\$117	\$64
TN	Knoxville	Knox	Oct 01	Sep 30	\$119	\$64
TN	Memphis	Shelby	Oct 01	Sep 30	\$129	\$64
TN	Nashville	Davidson	Oct 01	Oct 31	\$248	\$76
TN	Nashville	Davidson	Nov 01	Aug 31	\$217	\$76
TN	Nashville	Davidson	Sep 01	Sep 30	\$248	\$76
<b>Texas</b>						
TX	Arlington / Fort Worth / Grapevine	Tarrant County / City of Grapevine	Oct 01	Sep 30	\$181	\$70
TX	Austin	Travis	Oct 01	Dec 31	\$173	\$70
TX	Austin	Travis	Jan 01	Mar 31	\$187	\$70
TX	Austin	Travis	Apr 01	Sep 30	\$173	\$70
TX	Big Spring	Howard	Oct 01	Sep 30	\$114	\$58
TX	Dallas	Dallas	Oct 01	Dec 31	\$170	\$70
TX	Dallas	Dallas	Jan 01	Mar 31	\$191	\$70
TX	Dallas	Dallas	Apr 01	Sep 30	\$170	\$70
TX	Galveston	Galveston	Oct 01	May 31	\$111	\$64
TX	Galveston	Galveston	Jun 01	Jul 31	\$146	\$64
TX	Galveston	Galveston	Aug 01	Sep 30	\$111	\$64
TX	Houston	Montgomery / Fort Bend / Harris	Oct 01	Sep 30	\$128	\$70
TX	Midland / Odessa	Midland / Andrews / Ector / Martin	Oct 01	Oct 31	\$132	\$64
TX	Midland / Odessa	Midland / Andrews / Ector / Martin	Nov 01	Jan 31	\$118	\$64
TX	Midland / Odessa	Midland / Andrews / Ector / Martin	Feb 01	Sep 30	\$132	\$64
TX	Pecos	Reeves	Oct 01	Sep 30	\$121	\$64
TX	Plano	Collin	Oct 01	Sep 30	\$123	\$70
TX	San Antonio	Bexar	Oct 01	Jan 31	\$137	\$64
TX	San Antonio	Bexar	Feb 01	Mar 31	\$161	\$64
TX	San Antonio	Bexar	Apr 01	Sep 30	\$137	\$64
TX	South Padre Island	Cameron	Oct 01	Feb 28	\$118	\$64

# State of Arizona Accounting Manual

Topic 50 Travel  
 Section 95 Maximum Mileage, Lodging, Meal, Parking and  
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If a city is listed, then the city's rate applies. If a city not listed is located in a county whose rate is listed, then the county's rate applies. Otherwise, within the Continental United States, the rates to the immediate right apply.					<b>\$110</b>	<b>\$58</b>
TX	South Padre Island	Cameron	Mar 01	Jul 31	\$140	\$64
TX	South Padre Island	Cameron	Aug 01	Sep 30	\$118	\$64
<b>Utah</b>						
UT	Moab	Grand	Oct 01	Oct 31	\$221	\$76
UT	Moab	Grand	Nov 01	Feb 28	\$110	\$76
UT	Moab	Grand	Mar 01	Jun 30	\$212	\$76
UT	Moab	Grand	Jul 01	Aug 31	\$166	\$76
UT	Moab	Grand	Sep 01	Sep 30	\$221	\$76
UT	Park City	Summit	Oct 01	Nov 30	\$221	\$82
UT	Park City	Summit	Dec 01	Mar 31	\$483	\$82
UT	Park City	Summit	Apr 01	Sep 30	\$221	\$82
UT	Provo	Utah	Oct 01	Sep 30	\$117	\$64
UT	Salt Lake City	Salt Lake / Tooele	Oct 01	Sep 30	\$142	\$70
<b>Virginia (see District of Columbia for Washington D.C. rates applicable to Virginia)</b>						
VA	Blacksburg	Montgomery	Oct 01	Sep 30	\$122	\$58
VA	Charlottesville	City of Charlottesville / Albemarle	Oct 01	Sep 30	\$136	\$70
VA	Loudoun	Loudoun	Oct 01	Sep 30	\$115	\$70
VA	Lynchburg	Campbell / Lynchburg City	Oct 01	May 31	\$115	\$58
VA	Lynchburg	Campbell / Lynchburg City	Jun 01	Jul 31	\$110	\$58
VA	Lynchburg	Campbell / Lynchburg City	Aug 01	Sep 30	\$115	\$58
VA	Richmond	City of Richmond	Oct 01	Sep 30	\$157	\$70
VA	Roanoke	City limits of Roanoke	Oct 01	Sep 30	\$119	\$64
VA	Virginia Beach	City of Virginia Beach	Oct 01	May 31	\$124	\$64
VA	Virginia Beach	City of Virginia Beach	Jun 01	Aug 31	\$210	\$64
VA	Virginia Beach	City of Virginia Beach	Sep 01	Sep 30	\$124	\$64
VA	Wallops Island	Accomack	Oct 01	Jun 30	\$131	\$58
VA	Wallops Island	Accomack	Jul 01	Aug 31	\$248	\$58
VA	Wallops Island	Accomack	Sep 01	Sep 30	\$131	\$58
VA	Williamsburg / York	James City / York Counties / City of Williamsburg	Oct 01	Dec 31	\$115	\$70
VA	Williamsburg / York	James City / York Counties / City of Williamsburg	Jan 01	Mar 31	\$110	\$70

# State of Arizona Accounting Manual

Topic 50 Travel  
 Section 95 Maximum Mileage, Lodging, Meal, Parking and  
 Incidental Expense Reimbursement Rates

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VA	Williamsburg / York	James City / York Counties / City of Williamsburg	Apr 01	Aug 31	\$134	\$70
VA	Williamsburg / York	James City / York Counties / City of Williamsburg	Sep 01	Sep 30	\$115	\$70
<b>Vermont</b>						
VT	Burlington	Chittenden	Oct 01	Oct 31	\$202	\$76
VT	Burlington	Chittenden	Nov 01	Apr 30	\$128	\$76
VT	Burlington	Chittenden	May 01	Sep 30	\$202	\$76
VT	Manchester	Bennington	Oct 01	Oct 31	\$220	\$76
VT	Manchester	Bennington	Nov 01	Jul 31	\$168	\$76
VT	Manchester	Bennington	Aug 01	Sep 30	\$220	\$76
VT	Montpelier	Washington	Oct 01	Oct 31	\$227	\$64
VT	Montpelier	Washington	Nov 01	Jul 31	\$167	\$64
VT	Montpelier	Washington	Aug 01	Sep 30	\$227	\$64
VT	Stowe	Lamoille	Oct 01	Feb 28	\$185	\$76
VT	Stowe	Lamoille	Mar 01	May 31	\$148	\$76
VT	Stowe	Lamoille	Jun 01	Sep 30	\$185	\$76
VT	White River Junction	Windsor	Oct 01	Sep 30	\$144	\$76
<b>Washington State (See District of Columbia for Washington, D.C. rates.)</b>						
WA	Everett / Lynnwood	Snohomish	Oct 01	May 31	\$113	\$76
WA	Everett / Lynnwood	Snohomish	Jun 01	Aug 31	\$140	\$76
WA	Everett / Lynnwood	Snohomish	Sep 01	Sep 30	\$113	\$76
WA	Ocean Shores	Grays Harbor	Oct 01	Jun 30	\$110	\$76
WA	Ocean Shores	Grays Harbor	Jul 01	Aug 31	\$132	\$76
WA	Ocean Shores	Grays Harbor	Sep 01	Sep 30	\$110	\$76
WA	Olympia / Tumwater	Thurston	Oct 01	Nov 30	\$128	\$70
WA	Olympia / Tumwater	Thurston	Dec 01	Jun 30	\$151	\$70
WA	Olympia / Tumwater	Thurston	Jul 01	Aug 31	\$175	\$70
WA	Olympia / Tumwater	Thurston	Sep 01	Sep 30	\$128	\$70
WA	Port Angeles / Port Townsend	Clallam / Jefferson	Oct 01	Jun 30	\$137	\$82
WA	Port Angeles / Port Townsend	Clallam / Jefferson	Jul 01	Aug 31	\$235	\$82
WA	Port Angeles / Port Townsend	Clallam / Jefferson	Sep 01	Sep 30	\$137	\$82
WA	Richland / Pasco	Benton / Franklin	Oct 01	Sep 30	\$130	\$76
WA	Seattle	King	Oct 01	May 31	\$188	\$82

# State of Arizona Accounting Manual

Topic 50 Travel

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## Section 95 Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates

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WA	Seattle	King	Jun 01	Sep 30	\$248	\$82
WA	Spokane	Spokane	Oct 01	Sep 30	\$126	\$76
WA	Tacoma	Pierce	Oct 01	Sep 30	\$136	\$76
WA	Vancouver	Clark / Cowlitz / Skamania	Oct 01	Sep 30	\$155	\$76
<b>Wisconsin</b>						
WI	Madison	Dane	Oct 01	Oct 31	\$138	\$70
WI	Madison	Dane	Nov 01	Apr 30	\$110	\$70
WI	Madison	Dane	May 01	Sep 30	\$138	\$70
WI	Milwaukee	Milwaukee	Oct 01	Sep 30	\$140	\$70
WI	Sturgeon Bay	Door	Oct 01	Oct 31	\$133	\$70
WI	Sturgeon Bay	Door	Nov 01	May 31	\$110	\$70
WI	Sturgeon Bay	Door	Jun 01	Sep 30	\$133	\$70
<b>West Virginia</b>						
WV	Charles Town	Jefferson	Oct 01	Sep 30	\$122	\$58
WV	Charleston	Kanawha	Oct 01	Sep 30	\$115	\$58
<b>Wyoming</b>						
WY	Cody	Park	Oct 01	May 31	\$127	\$64
WY	Cody	Park	Jun 01	Sep 30	\$190	\$64
WY	Jackson / Pinedale	Teton / Sublette	Oct 01	May 31	\$212	\$82
WY	Jackson / Pinedale	Teton / Sublette	Jun 01	Sep 30	\$420	\$82

**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number – IV-J**

**Agenda Item**

**Approval of out of state travel for up to 10 staff to the AASBO’s Annual Spring Conference in Laughlin, NV from April 2 - 4, 2025.**

For Board:  Action       Discussion       Information

**Background –**

*This year’s conference will be held in Laughlin, NV. The conference is designed for School Business and Operations staff. Breakout sessions in the areas of Accounting, Business Administration, Maintenance & Operations, Payroll/Human Resources, Purchasing, Vendor Professional Development, Technology, and Transportation are designed to offer up-to-date news and information that is essential to success in the field.*

*Registration cost is \$335.00 per person. Hotel rooms will be offered at \$45, plus a \$21 resort fee and applicable taxes per night.*

**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 travel for up to 10 staff to attend the AASBO Annual Spring Conference in April 2025.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ P/F

**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number – IV-K**

**Agenda Item**

**Approval of Emergency Procurement Temporary Boiler Rental**

For Board:  Action       Discussion       Information

**Background –**

A.A.C. R7-2-1055 specifies an emergency condition as an immediate and serious need for materials, services, or construction that cannot be met through normal procurement methods and seriously threatens the functioning of the school district, the preservation or protection of property or the public health, welfare or safety. Some examples of emergency conditions are floods, epidemics, or other natural disasters riots, fire or equipment failures. An emergency procurement shall be limited to the materials, services, or construction necessary to satisfy the emergency need.

During winter break the Longview boiler’s repairs were unsuccessful and the unit was deemed inoperable. In order to maintain adequate and safe learning environments for students and staff, a rental unit was installed the first week of January.

Due to the immediate and serious need for services to protect the health, safety and property we are recommending approval of Tolin Mechanical as an emergency procurement.

**Legal**

A.A.C. R7-2-1055

**Financial**

\$31,759 from M&O funds

**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 the Governing Board approve the emergency procurement of Tolin Mechanical for temporary boiler and rental.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ P/F



**SCHOOL EXPENSE WARRANT  
TREASURER OF MARICOPA COUNTY  
PHOENIX, ARIZONA**

THIS WARRANT DRAWS INTEREST FROM DATE MARKED "INSUFFICIENT FUNDS"  
INTEREST STOPS ON DATE FUNDS AVAILABLE. (SEC 11-636, ARS1956)

JPMorgan Chase Bank, N.A.  
Phoenix, AZ

91-2/1221

3700841175

DATE	CONTROL NO.
01/30/2025	8851530

OSBORN ELEMENTARY SCHOOL DISTRICT #8

WARRANT AMOUNT
<b>\$15,879.50</b>

VOID AFTER 365 DAYS

**PAY**

\*\*\*Fifteen Thousand Eight Hundred Seventy Nine and 50/100\*\*\* Dollars

TO THE ORDER OF **TOLIN MECHANICAL SYSTEMS COMPANY LLC  
PO BOX 732293  
DALLAS, TX 75373-2293**



*Shelli Boggs*

Superintendent of Schools  
AUTHORIZED SIGNATURES

⑈ 3 700841175 ⑈ ⑆ 122100024 ⑆ 970439493 ⑈

MARICOPA COUNTY SCHOOLS • PHOENIX, ARIZONA

01/30/2025 Check: 8851530 EXPENSE  
AP 20250131 3700841175

TOLIN MECHANICAL SYSTEMS COMPANY LI Payee		01/30/2025 Check Date	
--	--	--------------------------	--

Account Number	PO Number	Invoice	Amount
001100261064405075210000	250717	JC14044	15,879.50

VOUCHER: 7103 TOTAL: \$15,879.50

Details on Back. Security Features Included.





**Purchase Order**

**Osborn School District**  
1226 W. Osborn Rd.  
Phoenix AZ 85013

**No. 250717**

This Purchase Order Authorization  
expires on June 30, 2025

Email 2 copies of invoices to  
accounts payable@osbornsd.org

Purchase Order number must be on all  
invoices/documents from vendor.

**P.O. Date:** 01/17/2025      **Questions ?** Purchasing (602) 707-2023  
**P.O. Issued To :**  
  
TOLIN MECHANICAL SYSTEMS  
3901 E ROESER  
PHOENIX AZ 85040

**Ext:**                      **Account:**  
**Ship To:**  
  
OSBORN SCHOOL DISTRICT  
**Attn:** Debra Murillo  
1226 WEST OSBORN ROAD  
PHOENIX AZ 85013-0000  
(602) 707-2000

Contact: BRYANT KUVAKOS                      Location: MAINT-TRANS DEPT  
Phone: (602) 232-5656                      Fax: (602) 232-5657                      **Project:** Undesignated

**Req#** 837

**Reference:**    **Date Required:** 01/23/2025                      **Award Number:** PESD 23-14-27

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	EA		Boiler rental and install - Proposal 51769	001.100.2610.6440.507.521.0000	31,759.00	31,759.00	0.00	0.00
2	1	EA		Additional Rental Price	001.100.2610.6440.507.521.0000	5,000.00	5,000.00	0.00	0.00

**Approval Log**

Approved By	Date	Notes
debra.murillo	01/08/25	Requisition Submitted for Approval
sam.garcia	01/09/25	
frances.staron	01/16/25	
diana.vargas	01/16/25	
frances.staron	01/17/25	Purchase Order Created

**PAID**

APPROVAL SIGNATURES:

<b>Sub-Total:</b>	36,759.00
<b>Freight:</b>	0.00
<b>Tax:</b>	0.00
<b>Total Amount:</b>	36,759.00

**NOTES:**

This Purchase Order is an offer by Osborn School District to seller to enter into the purchase agreement herein described. Please call 602-707-2023 if you do not accept the terms herein described.

**Order Via:**

Mail

**FILE COPY**

**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number – IV-L**

**Agenda Item**

**Approval of Revised 2024/2025 School Calendar for Montecito School**

For Board:  Action       Discussion       Information

**Background –**

With a school emergency, on September 25, 2024 where both cooling towers were inoperable and rising internal building temperatures led district administration to cancel classes for the day, we are requesting an approval of a revision to the school calendar for the 2024-2025 school year for Montecito School. MCS has the required minutes in the school year that do not necessitate any additional days of school. The revised MCS calendar would include 179 instructional days for 24-25.

**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 revised 2024-2025 School Calendar for Montecito School.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ P/F

**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number – IV-M**

**Agenda Item**

**Out of state travel for Principal Jeff Martin to travel to Los Angeles to attend the Milken Educator Awards Forum April 1-4, 2025**

For Board:  Action       Discussion       Information

**Background –**

Clarendon Principal Jeff Martin was surprised at the assembly on February 4, 2025 when NIET CEO Dr. Josh Barnett presented him the Milken Educator Award on behalf of the Milken Family Foundation. Mr. Martin is the only Arizona recipient of the MEA for 2025. On April 1-4, 2025, Milken Educator Award winners from around the country are gathering in Los Angeles, CA for the Milken Educator Awards Forum.

**Legal**

A.R.S. §15-1122

**Financial**

All expenses covered by the Milken Family Foundation

**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 out-of-state travel for Principal Jeff Martin to travel to Los Angeles to attend the Milken Educator Awards Forum April 1-4, 2025

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ P/F

**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number – IV-N**

**Agenda Item**

**Approval of Cooperative Purchasing Agreement with NAU’s Education Technology Consortium**

For Board:  Action       Discussion       Information

**Background –**

NAU has the technological and physical capacity to offer a variety of economical services to participating Districts through the Education Technology Consortium (“ETC”).

The purpose of this Agreement is to provide for the joint acquisition, development and use of software, personnel, supplies and other items as necessary to maintain computer systems and networks and to provide for data processing services, to include but not limited to, grant writing, accounting, student records, attendance accounting, grade reporting, testing, internet access, training, research, evaluation, and other administrative functions (collectively referred to as “Services”) for NAU and the Districts as requested by each individual Party.

NAU shall employ staff and purchase or lease equipment, supplies and software needed to provide Services..

**Legal**

**Financial**

District shall pay an annual membership fee of five hundred dollars (\$500.00) and contribute funds as determined by its selected Services and percentages of use.

**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 agreement of Osborn School District with Education Technology Consortium as presented.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ P/F

## **Education Technology Consortium Cooperative Purchasing Agreement**

This Agreement is entered into between the Arizona Board of Regents for and on behalf of Northern Arizona University (“NAU”) and school districts (“Districts”). NAU and Districts may be referred to individually as “Party” and collectively as “Parties”. Districts are listed in Exhibit A.

### **1. TERM**

This Agreement shall be effective March 1, 2025, through February 28, 2030, unless otherwise terminated as provided herein.

### **2. RECITALS**

- 2.1. Pursuant to Arizona Revised Statutes (“A.R.S.”) §§ 41-2631 through 41-2637, and the Arizona Board of Regents Procurement Code, Policy 3-808, NAU is an eligible public procurement unit and is authorized to administer a cooperative agreement.
- 2.2. Districts are eligible local public procurement units pursuant to A.R.S. §§ 41-2631 and 41-2637. Cooperative Purchasing is authorized for Districts pursuant to Arizona Administrative Code, Sections R7-2-1191 through R7-2-1195.
- 2.3. The purpose of this Agreement is to provide for the joint acquisition, development and use of software, personnel, supplies and other items as necessary to maintain computer systems and networks and to provide for data processing services, to include but not limited to, grant writing, accounting, student records, attendance accounting, grade reporting, testing, internet access, training, research, evaluation, and other administrative functions (collectively referred to as “Services”) for NAU and the Districts as requested by each individual Party.
- 2.4. NAU has the technological and physical capacity to offer a variety of economical services to participating Districts through the Education Technology Consortium (“ETC”).
- 2.5. NAU and Districts desire to enter into this Agreement for the cooperative and economical procurement and use of technology equipment, materials and Services.

### **3. AGREEMENT**

In consideration of the material promises and covenants herein, the Parties agree as follows:

#### **3.1. Purpose.**

The Parties to this Agreement shall, for their mutual benefit, jointly use Services as individually requested. NAU shall employ staff and purchase or lease equipment, supplies and software needed to provide Services. The Districts shall contribute funds based upon each Party’s individual selection of Services.

#### **3.2. Determination of Services.**

The power to determine the Services provided by NAU and to recommend a budget to NAU, shall rest with the Parties signing the Cooperative Purchasing Agreement, and shall be exercised through an elected board; such board shall consist of nine (9) representatives of the Parties to this Agreement “Executive Board”.

#### **3.3. Modification to Services.**

Each Party has an equal right to request modifications to the Services. The requests shall be reviewed by NAU and may be implemented as recommended by the Executive Board.

#### **3.4. Organization of Executive Board**

- 3.4.1. Executive Board membership shall consist of one (1) representative from NAU and eight (8) representatives from the Districts.

- 3.4.2. Representatives shall be elected to the Executive Board as provided in this Section 3.4.2. NAU shall solicit nominations for upcoming open positions by mail or email sixty (60) days prior to the spring meeting each year. NAU shall contact the nominated members to ascertain their willingness to serve on the Executive Board if elected. NAU shall email ballots to each Party's authorized signatory and each Party shall have one (1) vote for each open position. Each Party shall return its ballot to NAU within thirty (30) days of receipt and NAU shall tally the votes. In the event of a tie, NAU shall email a ballot with the names of the tied candidates. Each Party shall return the tie ballot to NAU within fifteen (15) days of receipt and NAU shall tally the votes. The newly elected Executive Board representatives shall attend the spring meeting, relieving outgoing representatives of the Districts.
- 3.4.3. Elected representatives shall serve three (3) year terms and may be reelected to the Executive Board.
- 3.4.4. An Executive Board member's employer must be a Party to this Agreement. In the event the member District ceases to be a Party to this Agreement, the membership seat will be considered expired and will be included in the next election. In the event the designated representative duly elected to the Executive Board is no longer employed by a Party to this Agreement, the member District must designate a new representative for the Executive Board to serve the remainder of the term.
- 3.4.5. Each spring the Executive Board shall elect a Chairman and Vice-Chairman. The Chairman of the Executive Board shall preside at all NAU meetings as they relate to this Agreement. In the Chairman's absence, the Vice-Chairman will assume the duties of the Chairman. Each member of the Executive Board shall have an equal vote in all deliberations in the Executive Board meetings.
- 3.4.6. The Executive Board shall make recommendations regarding the annual NAU budget and staffing requirements. The Executive Board shall set annual goals and objectives, establish District rates and special fees, if any, and recommend to the current Parties additional parties to this Agreement.

#### 4. PAYMENT

Each Party shall pay an annual membership fee of five hundred dollars (\$500.00) and contribute funds as determined by its selected Services and percentages of use. Contributions for Services and use shall be calculated yearly and may vary from year to year, depending on the Services selected and the NAU budget. Payment for the annual membership fee and Services shall be made in either a single payment or two (2) equal payments, due within thirty (30) days of receipt of NAU's invoice.

#### 5. RECEIPT OF PAYMENT

- 5.1. NAU shall receive all payments, deposit the funds in an account designated for this purpose, and safeguard all funds resulting from this Agreement. All payments received by NAU under this Agreement shall be available to NAU to defray the costs of this program.
- 5.2. NAU shall maintain all necessary accounting records in accordance with Arizona State, Arizona Board of Regents (ABOR), and Uniform System of Financial Records (USFR) rules, regulations and audit requirements. Audits may be conducted at any time by an appropriate political subdivision or nonprofit educational institution which is a Party to this Agreement, or an agency of the State of Arizona, and by representatives of the Comptroller General of the United States or the Secretary of Education, as required by applicable federal regulations.

#### 6. ADDITIONAL PARTIES

Additional Districts may become Parties to this Agreement when the local District School Board approves and signs this Agreement and District pays for and begins use of ETC Services as quoted. The Executive Director of the ETC will make written notification to the Executive Board as new members are approved. Upon addition of a Party ("Additional Party") to this Agreement, Exhibit A shall be updated by NAU and distributed to all Parties. The Additional Party shall abide by the terms and conditions of this Agreement, pay the full annual membership fee and a pro-rata share based on the Services it selects.

## 7. NOTICES

All notices shall be deemed to have been fully made seven (7) days after written notice has been deposited in the United States mail, registered and postage prepaid, or three (3) days after signature when sent via email, certified mail or facsimile, return receipt requested or other evidence of delivery and addressed to the Parties listed in Exhibit A. The address to which any notice, demand or other writing may be given or made or sent may be changed by written notice given to all Parties.

## 8. PURCHASES FROM THIRD PARTIES

In the event that NAU purchases materials or services from a third party for use by the Districts, payment for and inspection and acceptance of materials and services ordered by Districts shall be the exclusive obligation of the Districts. The exercise of any rights or remedies by the Districts against the third party shall be the exclusive obligation of the Districts. Failure of the Districts to secure performance from the third party in accordance with the terms and conditions of its purchase order does not require NAU to exercise its own rights or remedies. The Districts shall not use this Agreement as a method for obtaining concessions or reduced prices for similar materials or services.

## 9. CONTRACT CONTROVERSIES

Controversies between NAU and the Parties to the Agreement shall be resolved in accordance with Section 3-809 of the Arizona Board of Regents Procurement Code, and R7-2-1001 et seq. of the State Board of Education Administrative Codes for Procurement. Both NAU and the District shall endeavor to resolve any controversies between the Parties relating to this Agreement.

## 10. TERMINATION

- 10.1. Any Party may terminate, without notice, its participation in this Agreement if another Party fails to comply with the terms of this Agreement, or for conflict of interest in accordance with A.R.S. § 38-511, provided that the terminating party shall remain liable for and shall pay for all materials and services ordered or provided through the effective date of termination.
- 10.2. Any Party may terminate its participation in this Agreement without cause by providing the Chairman of the Executive Board not less than ninety (90) days notice of its intent to terminate at the end of a fiscal year ending June 30.
- 10.3. Upon termination of a Party to this Agreement, Exhibit A shall be updated by NAU and distributed to all Parties.
- 10.4. Use of Federal Monies. If any purchase of materials or services pursuant to this Agreement involves the expenditure of federal assistance or contract monies, NAU shall comply with federal law and authorized regulations which are mandatorily applicable to such purchases.
- 10.5. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

## 11. AVAILABILITY OF FUNDS

Funds may not presently be available to the District for performance under this Agreement beyond the current fiscal year. No legal liability on the part of the District for any payment may arise under this Agreement beyond the current fiscal year until funds are made available for performance of this Agreement. The District shall make reasonable efforts to secure such funds.

## 12. NONDISCRIMINATION

The Parties agree that they shall not discriminate against any employee, applicant for employment, student, parent, contractor or member of the public because of race, color, religion, disability, sex, age, national origin, genetic code, veteran's status, or political affiliation during the term of this Agreement.

## 13. EMPLOYEE WORKER ELIGIBILITY

By entering into the Agreement, the Parties warrant compliance with A.R.S. § 41-4401, A.R.S § 23-214(A), the Federal Immigration and Nationality Act (FINA), and all other Federal immigration laws and regulations. Either Party may request verification of compliance from any contractor or subcontractor performing work under this Agreement. Should either Party suspect or find that the other Party or any of its subcontractors are not in compliance, that Party



may pursue any and all remedies allowed by law, including, but not limited to suspension of work, termination of the Agreement for default, and suspension and/or debarment of the contractor. Each Party shall bear the costs necessary for compliance of its own employees and subcontractors.

14. RETENTION AND INSPECTION OF RECORDS

The Parties shall retain, and shall contractually require each subcontractor to retain, all books, accounts, reports, files and other records relating to the performance of the Agreement for a period of five (5) years after the completion of the Agreement and to make such documents open to inspection and audit at reasonable times.

15. NO BOYCOTTS OF GOODS/SERVICES FROM ISRAEL

If the goods/services provided under this Agreement include the acquisition of services, supplies, information technology or construction with a value of at least \$100,000 and the Parties are engaged in for-profit activity and has ten (10) or more full-time employees, then, to the extent required by ARS § 35-393.01, The Parties certify the Parties are not currently engaged in, and during the term of this Agreement will not engage in, a boycott of goods or services from Israel.

**RESOLUTION**

The Governing Board of \_\_\_\_\_

hereby authorizes the future signing by \_\_\_\_\_  
(Authorized Agent's Name)

of a Cooperative Purchasing Agreement titled "Education Technology Consortium" for the purpose of providing for the joint acquisition, development and use of software, personnel, supplies and other items as necessary to maintain computer systems, and networks, and to provide for data processing services to include but not limited to, grant writing, accounting, student records, attendance accounting, grade reporting, testing, internet access training, research evaluation and other administrative functions for NAU and Districts, as requested by each individual Party.

This Resolution was adopted by the Governing Board of \_\_\_\_\_

\_\_\_\_\_  
(Name of Legal Entity)

on \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Member of Governing Board

\_\_\_\_\_  
Member of Governing Board

\_\_\_\_\_  
Member of Governing Board

\_\_\_\_\_  
Member of Governing Board

\_\_\_\_\_  
Member of Governing Board

EXHIBIT A

School Districts (“Districts”):

- a. Agua Fria Union High School District #16
- b. Antelope Union High School District #50
- c. Ash Fork Joint Unified School District #31
- d. Avondale School District #44
- e. Beaver Creek School District #26
- f. Bouse Elementary School District #26
- g. Bowie Unified School District #14
- h. Buckeye Elementary School District #33
- i. Bullhead City Elementary School District #15
- j. Camp Verde Unified School District #28
- k. Catalina Foothills School District #16
- l. Chino Valley Unified School District #51
- m. Clarkdale-Jerome Elementary School District #3
- n. Coconino Accommodation School District #99
- o. Colorado River Union High School District #2
- p. Congress School District #17
- q. Cottonwood Oak Creek School District #6
- r. Crane Elementary District #13
- s. Flagstaff Unified District #1
- t. Florence Unified School District #1
- u. Gadsden Elementary District #32
- v. Grand Canyon School District #4
- w. Hackberry Elementary District #3
- x. Higley Unified School District #60
- y. Humboldt Unified School District #22
- z. Hyder School District #16
- aa. J O Combs Unified School District #44
- bb. Kayenta Unified School District #27
- cc. Kingman Unified District #20
- dd. Littlefield Unified School District #9
- ee. Littleton Elementary School District #65
- ff. Maine Consolidated District #10
- gg. Marana Unified School District #6
- hh. Maricopa Unified School District #20
- ii. Mayer Unified School District #43
- jj. Mingus Union High School District #4
- kk. Mohave Valley Elementary District #16
- ll. Mohawk Valley Elementary School District #17
- mm. Mountain Institute CTED #2
- nn. Osborn School District #8
- oo. Owens Elementary District #6
- pp. Paloma Elementary District #94
- qq. Palominas School District #49
- rr. Palo Verde Elementary District #49
- ss. Paradise Valley Unified School District #69
- tt. Parker Unified District #27
- uu. Peach Springs Unified School District #8
- vv. Pendergast Elementary School District #92
- ww. Phoenix Union High School District #10
- xx. Pine-Strawberry Elementary School District #12
- yy. Quartzsite School District #4
- zz. Queen Creek Unified School District #95
- aaa. Roy Municipal Schools (New Mexico)

- bbb. Sanders Unified School District #18
- ccc. Scottsdale Unified School District #48
- ddd. Sedona-Oak Creek Joint Unified School District #9
- eee. Seligman Unified District #40
- fff. Sentinel School District #71
- ggg. Sierra Vista Unified School District #68
- hhh. Sonoita Elementary School District #25
- iii. Southwest Technical Education District of Yuma #1
- jjj. St. David Unified School District #21
- kkk. Thatcher Unified School District #4
- lll. Tolleson Elementary School District #17
- mmm. Tolleson Union High School District #14
- nnn. Tombstone Unified School District #1
- ooo. Tonto Basin School District #33
- ppp. Topock Elementary School District #12
- qqq. Union Elementary School District #62
- rrr. Valentine Elementary School District #22
- sss. Valley Academy for Career and Technical Education #1
- ttt. Washington School District #6
- uuu. Wellton Elementary District #24
- vvv. Yavapai Accommodation School District #99
- www. Young School District #5
- xxx. Yucca School District #13
- yyy. Yuma County School Superintendent's Office

**OSBORN SCHOOL DISTRICT NO. 8**  
**February 18, 2025**  
**Board Meeting**

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

**Agenda Item Number – V**

**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.

*The public will be able to listen to the meeting live through livestream. An Osborn employee will read the Call to the Public comments received via email. Any communication received in Spanish, will be translated and read to the members of the Governing Board in English. The comments in their entirety will be presented to the Governing Board in writing. You may also present a live Call to the Public if you are attending in person or on the YouTube Livestream. An individual wishing to address the Governing Board using technological access must email their message or request to speak live to [lnye@osbornsd.org](mailto:lnye@osbornsd.org) by 12:00pm on January 21, 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**  
**February 18, 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-**

Technology

For Board:     Action                     Discussion                     Information

**Background –**

The Technology Department will present its annual Governing Board presentation.

The Director of Technology will present what has been done the previous year and the technology projects & plans for the incoming year.

**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**

Presentation

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ P/F

**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 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 –**

Included are administrative reports summarizing past and upcoming events for schools and departments. As determined previously, principals are using their reports for the dual purpose of informing board members and also sending these newsletters home to parents.

**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

# Clarendon Board Report

**To:** Osborn School District Governing Board

**Date:** 2/4/2025

**Re:** January 2025 Events

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## Staff Highlights

### Fastbridge and AASA Mimic Data Analysis

- Teachers analyzed our Fastbridge testing from December to assess student growth in reading and mathematics from initial testing in August.
- In addition, in January, teachers administered district AASA Mimic assessments in math, writing, and reading to measure student progress towards the state standards.
- Teachers used this data to group students and plan for and provide Tier 2 instruction to students.
- Teachers also set class goals based on the data and engaged students in developing their own goals based on Fastbridge data.

## Student Highlights

### 100<sup>th</sup> Day of School

- Our students and staff embraced the theme of "senior citizens" by dressing up in fun, age-inspired outfits!
- We celebrated 100 days of learning with a playful nod to the future, as everyone rocked glasses, walkers, and vintage fashion.



### New Playground

- Cougar students were extremely excited to play on the new playground set in late January!
- Our community has a brand-new playground, designed with direct feedback from the students! Kids voted on their favorite designs, and their voices shaped the final features, ensuring it's a space they'll truly enjoy.
- Thanks to the students' feedback, we added more slides and exciting play elements. The playground now includes a variety of activities that cater to all ages, from climbing walls to interactive play areas.
- The final design reflects the creativity and preferences of the students, making it a place where they can have fun, stay active, and socialize with friends. We're excited to see them make the most of their new space!



## Partnership Highlight

### Gabriel's Angels

- A group of Cougar students are participating in sessions with Gabriel's Angels. The group meets twice a month, where students work together during SEL learning.
- Founded in 2000 in Phoenix, Arizona, Gabriel's Angels is dedicated to improving the lives of children through interactions with animals. Gabriel's Angels' core service is delivering pet therapy, or animal-assisted activities, to children throughout the state.



# Encanto Board Report

**To:** Osborn School District Governing Board

**Date:** 02/04/2025

**Re:** February School Highlights



## Staff Highlights

Encanto is happy to announce our February 2025 L.O.V.E. Award Winners representing our Osborn Core Values. These staff members were nominated for their dedication to our Roadrunner community. Congratulations!

**Gloria Marcoff** is nominated for the core value of **Joy**.

**Emma Gully** is nominated for the core value of **Relationships**.

**Storm Gerlock** is nominated for the core value of **Equity**.

**Mackenzie Lizarraga** is nominated for the core value of **Growth**.

**Katia Hoffman** is nominated for the core value of **Integrity**.

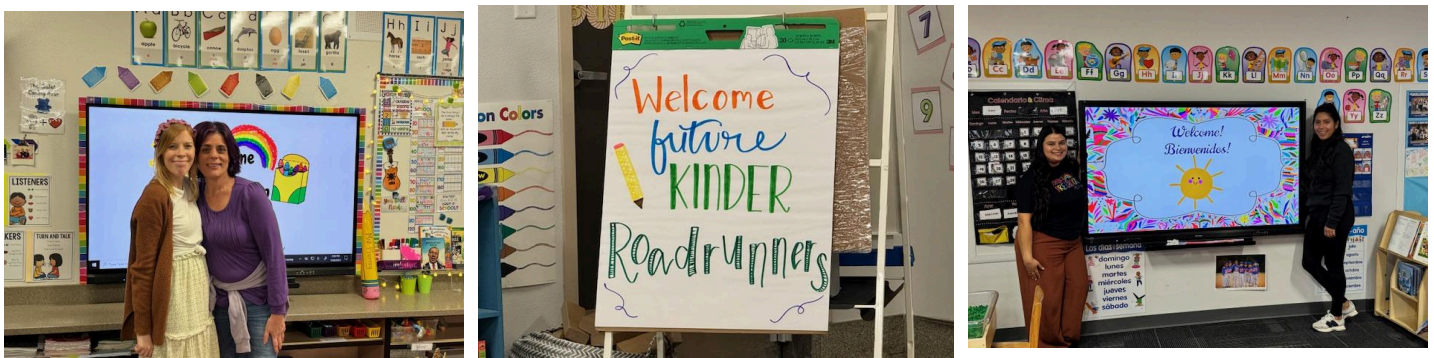
## Student Highlights

Our 2nd and 3rd Grade Roadrunners have been busy exploring Project-Based Learning! Our 2nd graders proudly showcased their Inventor Presentations, while our 3rd graders wowed us with their creative Animal Projects. We were thrilled to have so many parents and community members join us in celebrating our oldest Roadrunners' dedication and achievements. Keep shining, Roadrunners! ✨



## Partnership Highlights

**Partnerships with Future Encanto Families-** Encanto Elementary was thrilled to welcome new families for our Kinder and Pre-K Open House on January 29, 2025. We are so excited for our new Roadrunners to learn and grow with us. Beep Beep!





# Longview Board Report

**To:** Osborn School District Governing Board

**Date:** 2/6/25

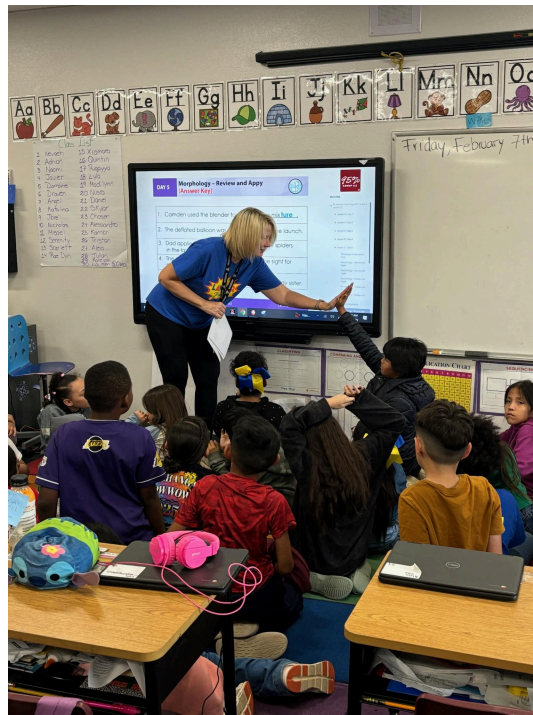
**Re:** February 2025 Events

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## Staff Highlights

I am excited and honored to celebrate Rodi Vehr, our K-3 Foundational Literacy Coach! Rodi supports teachers in mastering their craft while also helping students recognize their fullest potential both academically and socially. Rodi works tirelessly to ensure our teachers have superb knowledge of their content and their students. She models the importance of utilizing data to drive and evaluate instruction while never losing sight of the importance of loving and respecting our students, our teachers, our families, and our community!!! Thank you to Ms. Vehr for being dynamic!!!



## Student Highlights

Our students had an excellent experience at this year's annual 4th grade district wide Water Day. This fun and educational event included information about water and beautiful hands-on activities that helped cement this information.



A big thank you to and celebration of our students and staff in Mrs. Regis' self contained classroom. The group took part in the Alt ELPA testing and we want to recognize and appreciate their hard work, patience, and dedication in completing the assessments. The students' ability to stay focused, remain seated during the testing, and use the necessary accommodations were key to their success in finishing the Alt ELPA.



### **Partnership and family connections Highlights**

We would like to thank St. Mary's food bank for all of their support in providing our families food bags every week. Our students and families are extremely appreciative. This partnership assists us in meeting the goal of Longview being more than just a school for our families, we are a family and student focused center that supports and serves our community in numerous ways!

# OMS February Board Report

**To:** Osborn School District Governing Board

**Date:** 2/4/2025

**Re:** January 2025 Events

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## **Staff Highlights**

-We had our A+ School Of Excellence visit on January 16th and 17th. The visit went well and we will be notified at the end of March or beginning of April if we will be receiving the A+ label!

-Our Wellness Wednesday for this cycle was held on Wednesday, January 29th. After teams were done meeting in their PLC's, they were invited to take part in some choice PD/wellness. Ms. Vincent set up three stations that included printmaking with linoleum or erasers, colleague making and creating your own sketchbooks.



## **Student Highlights**

-On Monday, January, 27th, 211 students participated in the DeanList incentive trip to Great Skate. Students earned the trip if they made positive choices throughout the course of the month. If students had three or fewer tardies to class, three or fewer referrals to the Personal Responsibility Center, avoided being suspended, missed fewer than two days of school they received an invitation to attend the trip. We are proud of how hard our students are working and it was great to see them enjoy themselves on the trip! Our next incentive field trip will be on Tuesday, March 4th to the Phoenix Zoo.

-The winter sports season has come to an end. All of our teams worked hard and grew stronger as collective groups as the season went along. We are so proud of our Firehawks and how they positively represented themselves and OMS throughout the season!

## **Partnership Highlights**

-Heart and Sole, led by Kayce Kahl and Sara Borghaus had their first meeting at OMS on Friday, January 31st. Heart and Sole's mission is to inspire girls to be joyful, healthy and confident using a fun, experience based curriculum which creatively integrates running. The club will meet every Friday until May. The program is serving 14 6th, 7th and 8th grade students from OMS and Clarendon!

# Solano Board Report

**To:** Osborn School District Governing Board

**Date:** 2/5/2025

**Re:** January 2025 Highlights



## Staff Highlights

- The Solano team identifies the top 7 behaviors that interfere with our students' ability to thrive. As a community, we identified the root causes of the behavior and created plans to prevent, teach, and reinforce a replacement behavior. Teachers selected one behavior of focus they will teach and reinforce while tracking data in mini field tests. We look forward to sharing our results.

## Student Highlights

- Our 3rd and 4th graders showed great growth on the winter AASA mimics especially in math. The following proficiency rates show we are moving the right direction with our focus on standards based instructional cycles with progressions of learning.  
-3rd grade Math-23.9%      -4th grade Math-36%
- Out of **thousands** of teams across the Valley, our incredible girls were **one of only two** selected to take part in **Devin Booker's exclusive Nike shoe reveal!** Not only did they get to meet the Phoenix Suns superstar himself, but each girl also received a pair of his brand-new signature shoes! This once-in-a-lifetime experience is a testament to their hard work, dedication, and the power of **confidence, connection, and community**—the very values we foster through Solano, our coaches and Girls on the Run. We couldn't be prouder of these young athletes for representing our program in such an amazing way!



## Partnership Highlights

- We look forward to an upcoming City Year volunteer day. City Year and corporate sponsors will help us repaint lines around campus along with a paint refresh in the library.

## Upcoming Events

- Family Sweetheart Dance: February 7th from 5pm to 7pm
- PreK-Kindergarten Open House: February 20th from 4:30pm to 6pm.



**TO: Governing Board**

**FROM: Diana Vargas**

**DATE: February 18, 2025**

**RE: Business Services update**

### **Accounts Payable**

- Business Services processed **424** invoices in the month of January
- January Vendor Payments totaling **\$1,196,450.49**

### **Payroll**

- January Staff Compensation totaling **\$1,875,950.24**
- Total employees – **372**

### **Purchasing**

- Business Services processed **86** purchase orders in the month of January
- January Vendor Procurements totaling **\$904,102.40**

### **Revenues**

- January direct cash /check Revenues totaling **\$440,520.43**
- January County Treasurer Revenues totaling **\$3,655,296.84**
- Total January revenues **\$4,095,817.27**

### **Upcoming Projects/ Items:**

- 1099s were mailed out to vendors prior January 31<sup>st</sup>
- W2s were distributed to all employees and were mailed out to previous employees prior to January 31<sup>st</sup>



# OSBORN SCHOOL DISTRICT #8

1226 W Osborn Rd Phoenix, AZ 85013

Phone: (602) 707-2000 Fax: (602) 707-2040

[www.osbornschools.org](http://www.osbornschools.org)

February 3, 2025

To: Osborn Governing Board President, Board Members, and Superintendent Robert

## New Report Format

As part of the HR items included in this month’s board packet is a new Absence Monthly Summary report. This report has traditionally been pulled from the Frontline system but has solely correlated to sub openings and fills from ESI. The new format uses our daily sub requests data as well as the actual fills from each of our substitute partners for the respective dates. The new report provides accurate fill rates per day of the month between those two substitute vendors.

## Recruitment

We are actively seeking to participate in local and national job fairs to attract the best candidates for the 25-26 SY. Our most recent efforts included participating in the Phoenix College hiring event. We are seeking to host a classified job fair later in spring and after contract return, we will determine our certified staff needs and strategy for recruitment in that regard. Thank you for your time and attention to this report.

## Staffing Update

Districtwide, as of February 3rd, we have 8 positions available. We are continuing to source candidates from Powerschools as well as Indeed. We are actively working with administrators to seek qualified candidates to fill these positions. Additionally, we have expanded our efforts to include specific professional networks for candidates with unique skill sets.

Thank you for your time and attention to this report.

Sincerely,

*Emerald Woodland*

Emerald Woodland  
Director of Human Resources

[ewoodland@osbornsd.org](mailto:ewoodland@osbornsd.org)

602-707-2037

**CLARENDON**  
Elementary School  
4th - 6th Grade  
1225 W Clarendon Rd  
Phoenix, AZ 85013  
(602) 707-2200

**ENCANTO**  
Elementary School  
PreK - 3rd Grade  
1420 W Osborn Rd  
Phoenix, AZ 85013  
(602) 707-2300

**LONGVIEW**  
Elementary School  
PreK - 6th Grade  
1209 E Indian School Rd  
Phoenix, AZ 85014  
(602) 707-2700

**MONTECITO**  
Community School  
PreK - 3rd Grade  
715 E Montecito Ave  
Phoenix, AZ 85014  
(602) 707-2500

**OSBORN**  
Middle School  
7th-8th Grade  
1102 W Highland Ave  
Phoenix, AZ 85013  
(602) 707-2400

**SOLANO**  
Elementary School  
PreK - 6th Grade  
1526 W Missouri Ave  
Phoenix, AZ 85015  
(602) 707-2600

**February 5, 2025**

**To: Board President, Members of the Board, Superintendent Dr. Robert**

I am pleased to provide an update on the leadership structures and implementation of NIET best practices at Osborn Schools. Our district remains committed to ensuring that all sites effectively utilize Instructional Leadership Teams (ILT) and Teacher Leadership Teams (TLT) to drive continuous improvement in teaching and learning.



**Principals  
collaborating to align  
ILT & TLT best  
practices.**

### **2025 NIET National Conference**

2025 NIET National Conference, themed "25 Years of Impact," Principal Martin and his leadership team will lead an engaging bubble session focused on building educator capacity. Bubble sessions are a distinctive feature of NIET conferences and are attended by over 200 participants. Clarendon's bubble session will allow participants to observe and engage in collaborative learning modeled by exemplary leadership teams. In their session, Principal Martin's TLT will demonstrate effective strategies for enhancing instructional leadership and fostering teacher development. They will showcase practical approaches to empowering teachers, emphasizing the importance of teacher mentors' role in coaching teachers. Attendees will leave with actionable insights to implement in their schools, contributing to the overarching goal of elevating educational excellence.

Sincerely,

*Felipe Carranza*

Felipe Carranza  
Director of Leadership and School Improvement



TO: Governing Board  
FROM: Sam Garcia  
DATE: Feb. 4, 2025  
RE: MAINTENANCE / TRANSPORTATION UPDATE

Listed below are items that have been attended to during the past month and Winter break.

**District Office:**

- Has 2 open work orders and 11 completed for Dec. 31st- Jan. 31st.

**Solano**

- Has 35 open work orders and 40 completed for Dec. 31st- Jan. 31st.

**OMS**

- Has 18 open work orders and 21 completed for Dec. 31st- Jan. 31st.

**Clarendon**

- Has 9 open work orders and 18 completed for Dec. 31st- Jan. 31st.

**Encanto**

- Has 14 open work orders and 29 completed for Dec. 31st- Jan. 31st.

**Longview**

- Has 13 open work orders and 25 completed for Dec. 31st- Jan. 31st.

**Montecito**

- Has 10 open work orders and 9 completed for Dec. 31st- Jan. 31st.

**Transportation:**

The drivers and attendants are out at schools after their morning routes daily to support campus needs.

!!!!!!! Special Shout Out to !!!!!!!

Luis Ledezma, Tino Nez, Jorge Marmelajo and Josh Rael for covering crossing guard duty this past month.  
Jose Murillo and Maurice Tuttle for covering Van routes during this past month


**Perfect Attendance Dec. 2024 - Jan. 2025**

Sam Garcia, Maria Aguilar, Jose Murillo, Fatima Brown, Cheryl Gilliland, Lida Gonzalez, Maria Zuniga, Debbie Murillo, Maria Flores, Charity Thomas, Teresa Sotelo, Minerva Norzagaray, Cindy Wessel, Rebeca Flores, Cristina Delgado

Sam Garcia  
Director of Maintenance and Transportation

# Teaching & Learning Department Board Meeting Updates

Board Meeting Date: February 18, 2025

<b>Focus of Update:</b> Grants Update	
<b>Strategic Plan Connection:</b>	Operations
<b>Update:</b>	<p>Two of the six buses awarded through the Clean Buses Grant have arrived! The first two that were delivered are specially designed to support our students with additional needs. A third of its kind should arrive within 30 days, and the other three which are called 'Beasts' due to their capacity should arrive late March.</p> 

<b>Focus of Update:</b> Grants Update	
<b>Strategic Plan Connection:</b>	Child & Student Success
<b>Update:</b>	<p>The district was awarded the Arizona School Nurse Workforce grant at the end of January. This new grant will provide funds that will allow our lead nurse and health technicians access to professional development to ensure they are up to date on the latest, effective practices, as well as needed supplies for each health office at all sites.</p>

# Teaching & Learning Department Board Meeting Updates

Board Meeting Date: February 18, 2025

<b>Focus of Update:</b> Preschool Update	
<b>Strategic Plan Connection:</b>	Child & Student Success
<b>Update:</b>	<p>Community preschool enrollment continues to grow. Since the start of December, our classrooms have grown by 30%. We have had several inquiries from new potential families that have moved from California and, with the addition of more PDG scholarships awarded in November, and the new Osborn PreK scholarship, we are thrilled to support more Osborn families.</p> <p>Looking ahead to next year, as of the end of January, so far 18 new families have pre-registered for the 25-26 school year and 17 families from our 3 year old classes report plans to return based on our 'Returning Student Survey' sent out December 19th.</p>

<b>Focus of Update:</b> Student Services	
<b>Strategic Plan Connection:</b>	Child & Student Success
<b>Update:</b>	<p>The Student Services Department recently hosted a training on writing behavior intervention plans (BIP) for all Special Education Teachers, Social Workers, and Behavior Interventionists. This training focused on how to write a plan for students with behaviors that disrupt learning and who may have an IEP, 504 plan, or who may be in the Student Support Team/MTSS process for behavior.</p> <p>A behavior intervention plan helps staff to focus attention on creating a successful environment, teach specific strategies, how to react to target behaviors, and promote positive replacement behaviors. Since the training, we have received requests for further training on strategies and to train specific staff on campus. Having a plan set up for students that is available to all staff working with the student is important to getting them on track with new skills!</p>

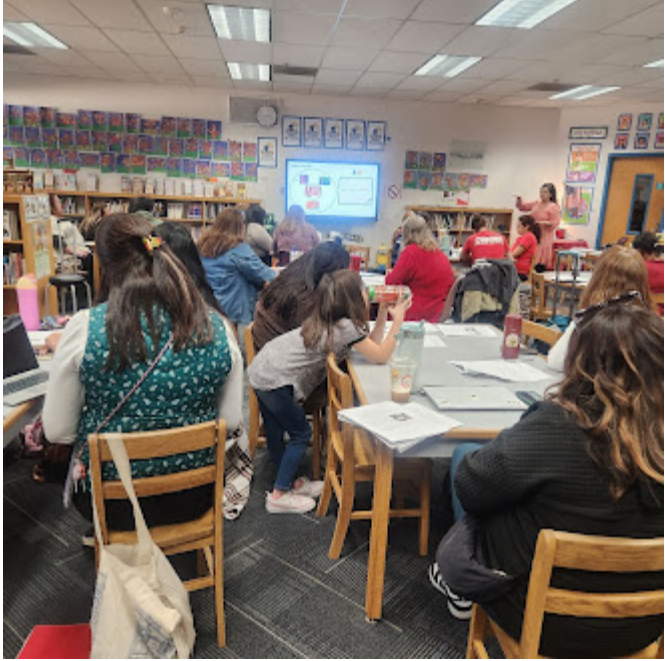
# Teaching & Learning Department Board Meeting Updates

Board Meeting Date: February 18, 2025

Focus of Update: Data & Assessment	
Strategic Plan Connection:	Operations
Update:	<p>Each winter and spring, staff members are invited to participate in the Osborn Working Conditions Survey. This survey provides valuable insights into the experiences of our educators and support staff. While we've long gathered input from certified staff, we introduced a classified staff survey three years ago to ensure every Osborn staff member has an opportunity to engage in the process.</p> <p>The survey covers six areas: <b>Time, Facilities &amp; Resources, Empowerment, Decision-Making, Leadership, and Professional Development</b>. The spring survey covers all six areas, while the <b>winter survey</b> assesses the last four.</p> <p>We're pleased to report that three out of four measured domains showed improvement this winter, with notable gains in <b>Empowerment</b> and <b>Leadership</b>. Here are a few key takeaways from the certified staff survey:</p> <ul style="list-style-type: none"><li>✓ <b>92%</b> of respondents agree or strongly agree that teachers are recognized as educational professionals.</li><li>✓ <b>94%</b> agree or strongly agree that teachers are held to high professional standards for delivering instruction.</li><li>✓ <b>94%</b> agree or strongly agree that teachers receive feedback that helps them improve their teaching.</li><li>✓ <b>91%</b> agree or strongly agree that professional development offerings are data-driven.</li><li>✓ <b>87%</b> agree or strongly agree that adequate time is provided for professional development.</li></ul> <p>These results reflect the dedication of our leadership to fostering a supportive, high-quality work environment. As we continue to grow and improve, we appreciate the feedback and commitment of our Osborn team!</p>

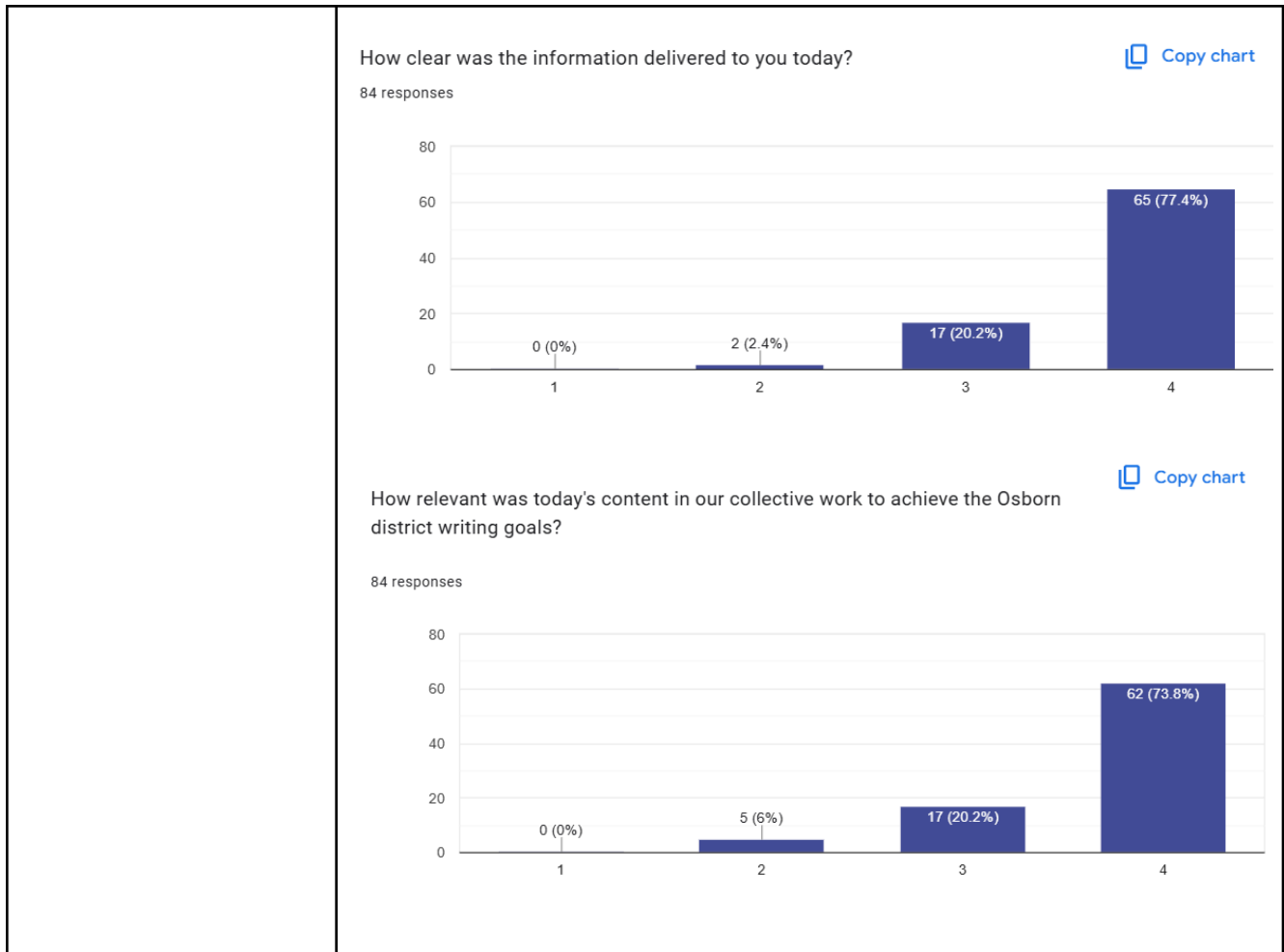
# Teaching & Learning Department Board Meeting Updates

Board Meeting Date: February 18, 2025

Focus of Update: Professional Development	
<b>Strategic Plan Connection:</b>	Child & Student Success
<b>Update:</b>	<p>On January 15 all K-6 teachers gathered across the district with their grade level peers to engage in learning focused on Writing led by our amazing Master Teachers. Prior to winter break teachers had given their students a writing task to complete, and all teachers came to the professional development session having already graded their students' writing task. The objective for the PD was:</p> <p>I will develop <u>a mini lesson</u> aligned to essential criteria based on student need</p> <p><b>I am proficient when I can</b> 📝</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Summarize Essential Criteria using a tree map</li><li><input type="checkbox"/> Analyze student work to determine Essential Criteria of focus</li><li><input type="checkbox"/> Develop a mini lesson aligning with Essential Criteria</li></ul>  <p>The feedback from the PD (included below) was incredibly positive. Our Master Teachers enjoyed collaborating together to plan the PD, and teachers appreciated the time spent learning and sharing with their peers from across the district. We are excited to plan our final cross district PD, which will be on May 14!</p>

# Teaching & Learning Department Board Meeting Updates

Board Meeting Date: February 18, 2025



Department Focus: Professional Development	
<b>Focus of Update:</b>	Child & Student Success
<b>Update:</b>	<p>During the last week of January and the first week of February the Teaching &amp; Learning team held Customized School Data &amp; Goal Review meetings at each site. The objective of the meetings is :</p> <p>We will use mid year data to monitor and evaluate progress toward goals</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Analyze AASA Practice/Mimics and FastBridge</li> <li><input type="checkbox"/> Navigate Renaissance Reports (Site Assessment Overview and Matrix)</li> </ul> <p>We start the meetings by asking the school team to share celebrations and school-wide areas of focus for quarter 3.</p>

# Teaching & Learning Department Board Meeting Updates

Board Meeting Date: February 18, 2025

	<p>From there we do a deep dive into their mid-year data to analyze trends, celebrations and areas of focus. The schools have so far reported that they appreciate the timing and focus of the meetings, and are interested in holding similar meetings throughout the school year.</p>
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# Technology Department Report

February 2025 - Jamal Dana

- 1. Phishing Awareness:** The Technology Department is dedicated to sending weekly and sometimes more, group & individual emails to staff explaining how to detect the flags in phishing emails and remind them to be more vigilant and not rush in clicking on links. Since it is hard to gather staff (taking their valuable time) in an area to teach them and to explain to them about cybersecurity, we chose to do that via emails instead. The reports are positively showing that it is working and the tips are reaching many users.
- 2. Helpdesk Services:** We have moved to a new ticketing system. Staff started using it but very slowly in order to get used to it. Last January we had 259 tickets. Our average response time was 1.1 hours and our AVG elapse time to resolve tickets is 5.4 hours. The reason it is higher than December by three hours is because it is as a new system and the tech team is getting accustomed to it. The new system has better reporting, inventory connections and easier to use reported to us by many teachers.
- 3. Lobby TV Signage:** We issued the purchase order and sent it to the vendor to order the 10 lobby TVs. We are expecting they will be installed & functioning by the end of February. The 10 TVs will be distributed as the following: 2 at the district office, 2 Longview, 2 Encanto, 1 Montecito, 1 OMS, and 1 Solano.
- 4. Servers:** We are done with one authentication server and awaiting spring break to go live with it. We will be working on the second server this spring.
- 5. Network Power Supplies:** All 40 power supplies district-wide are working properly.
- 6. Marquees:** We gave the specs of our current marquees configurations so the bond committee can proceed with inviting marquee vendors soon.
- 7. Consolidating Switches:** We are working on reducing the number of old intercom/ video surveillance switches on our network by consolidating them into our new switches. This way, we will save money instead of purchase new ones. Also, this will help us in upgrading future bond intercom/ video surveillance system. This operation will take all this spring targeting 30 network closets district-wide.
- 8. E-rate Update:** We posted a couple RFPs for our Internet and WAN connections services. We had two vendors submitting bids. The last day to submit bids was January 9, 2025, at 1:00 PM PST. We evaluated the bids and decided on selecting Cox Business as our E-rate Telecommunication vendor for the two RFPs. This selection needs to be approved by the governing board before filing the E-rate application form 471

**End of Technology Report.**



**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number – VII-B**

**Agenda Item**

**Suspension Report for month of January**

For Board:     Action             Discussion             Information

**Background –**

Following you will find the Suspension Report for January 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**

Update and information only

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ P/F

**Suspensions: January 2025**

<b>Date</b>	<b>School</b>	<b>Grade</b>	<b>Violation</b>	<b>Response</b>	<b>Reassigned Days</b>
1/8/2025	Osborn Middle School	7	Other Violations of School Policies: Defiance or Disrespect	In-School Suspension	1
1/8/2025	Osborn Middle School	8	Aggression: Fighting	Out-of-School Suspension	2
1/8/2025	Osborn Middle School	8	Aggression: Fighting	Out-of-School Suspension	2
1/9/2025	Solano Elementary	3	Aggression: Assault	In-School Suspension	1
1/9/2025	Solano Elementary	3	Aggression: Assault	In-School Suspension	1
1/10/2025	Osborn Middle School	7	Aggression: Fighting	Out-of-School Suspension	1
1/10/2025	Osborn Middle School	7	Aggression: Fighting	Out-of-School Suspension	1
1/13/2025	Osborn Middle School	7	Other Violations of School Policies: Language, Inappropriate	In-School Suspension	1
1/13/2025	Encanto Elementary	KG	Aggression: Minor Aggressive Act	Out-of-School Suspension	1
1/13/2025	Solano Elementary	2	Aggression: Assault	In-School Suspension	1
1/14/2025	Clarendon Elementary	5	Aggression: Minor Aggressive Act	Out-of-School Suspension	1
1/16/2025	Osborn Middle School	7	Harassment, Threat and Intimidation: Threat or Intimidation	Out-of-School Suspension	1
1/16/2025	Osborn Middle School	7	Harassment, Threat and Intimidation: Harassment, nonsexual	Out-of-School Suspension	1
1/16/2025	Encanto Elementary	2	Aggression: Minor Aggressive Act	In-School Suspension	1
1/17/2025	Osborn Middle School	8	Other Violations of School Policies: Defiance or Disrespect	In-School Suspension	1
1/17/2025	Longview Elementary	3	Aggression: Minor Aggressive Act	In-School Suspension	1
1/21/2025	Clarendon Elementary	6	Aggression: Fighting	Out-of-School Suspension	6
1/21/2025	Clarendon Elementary	5	Aggression: Fighting	Out-of-School Suspension	6
1/22/2025	Encanto Elementary	2	Aggression: Minor Aggressive Act	Out-of-School Suspension	2
1/24/2025	Osborn Middle School	8	Sexual Offenses: Harassment, Sexual	In-School Suspension	1
1/24/2025	Clarendon Elementary	6	Weapons and Dangerous Items: Simulated Firearm	In-School Suspension	1
1/24/2025	Solano Elementary	2	Aggression: Assault	In-School Suspension	1
1/24/2025	Solano Elementary	6	Aggression: Assault	In-School Suspension	1
1/24/2025	Osborn Middle School	8	Alcohol Tobacco and Other Drugs: Tobacco Violation	Out-of-School Suspension	3
1/24/2025	Osborn Middle School	8	Alcohol Tobacco and Other Drugs: Tobacco Violation	In-School Suspension	1
1/24/2025	Osborn Middle School	7	Other Violations of School Policies: Defiance or Disrespect	Out-of-School Suspension	2
1/27/2025	Solano Elementary	KG	Aggression: Assault	Out-of-School Suspension	1
1/27/2025	Solano Elementary	6	Other Violations of School Policies: Disruption	In-School Suspension	1
1/27/2025	Solano Elementary	3	Aggression: Assault	In-School Suspension	1
1/27/2025	Solano Elementary	1	Aggression: Assault	In-School Suspension	1
1/27/2025	Solano Elementary	3	Aggression: Assault	In-School Suspension	1
1/27/2025	Clarendon Elementary	5	Aggression: Minor Aggressive Act	Out-of-School Suspension	1
1/27/2025	Osborn Middle School	7	Other Violations of School Policies: Defiance or Disrespect	In-School Suspension	1
1/28/2025	Osborn Middle School	8	Harassment, Threat and Intimidation: Threat or Intimidation	In-School Suspension	2

1/28/2025	Clarendon Elementary	6	Aggression: Minor Aggressive Act	In-School Suspension	2
1/28/2025	Solano Elementary	4	Other Violations of School Policies: Language, Inappropriate	Out-of-School Suspension	2
1/29/2025	Osborn Middle School	8	Harassment, Threat and Intimidation: Threat or Intimidation	Out-of-School Suspension	1
1/30/2025	Osborn Middle School	7	Aggression: Fighting	Out-of-School Suspension	2
1/30/2025	Clarendon Elementary	6	Other Violations of School Policies: Defiance or Disrespect	Out-of-School Suspension	1
1/30/2025	Solano Elementary	6	Aggression: Assault	Out-of-School Suspension	2
1/30/2025	Osborn Middle School	7	Aggression: Minor Aggressive Act	Out-of-School Suspension	1
1/30/2025	Osborn Middle School	8	Aggression: Fighting	Out-of-School Suspension	2
1/31/2025	Solano Elementary	6	Alcohol Tobacco and Other Drugs: Drug Violation	Out-of-School Suspension	2
1/31/2025	Solano Elementary	6	Alcohol Tobacco and Other Drugs: Drug Violation	Out-of-School Suspension	2
1/31/2025	Solano Elementary	6	Alcohol Tobacco and Other Drugs: Drug Violation	Out-of-School Suspension	3
1/31/2025	Solano Elementary	6	Alcohol Tobacco and Other Drugs: Drug Violation	Out-of-School Suspension	3
1/31/2025	Solano Elementary	6	Alcohol Tobacco and Other Drugs: Drug Violation	Out-of-School Suspension	2
1/31/2025	Solano Elementary	6	Alcohol Tobacco and Other Drugs: Drug Violation	Out-of-School Suspension	2



**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number – VII-C**

**Agenda Item**

**Student Absence Report for month of January**

For Board:     Action                     Discussion                     Information

**Background –**

School	% Attendance Jan. 24	% Absence	% Attendance Feb. 24	% Absence	% Attendance Mar. 24	% Absence	% Attendance Apr. 24	% Absence	% Attendance May 24	% Absence
Clarendon	87.77%	12.23%								
Encanto	88.90%	11.10%								
Longview	90.31%	9.69%								
OMS	87.06%	12.94%								
Solano	85.09%	14.10%								
MCS	93.57%	6.43%								

School	% Attendance Aug. 23	% Absence	% Attendance Sept. 23	% Absence	% Attendance Oct. 23	% Absence	% Attendance Nov. 23	% Absence	% Attendance Dec. 23	% Absence
Clarendon	92.42%	7.58%	90.28%	9.72%	88.31%	11.69%	89.04%	10.96%	88.02%	11.98%
Encanto	93.03%	6.97%	91.25%	8.75%	89.25%	10.75%	90.1%	9.9%	87.79%	12.21%
Longview	93.17%	6.83%	91.65%	8.35%	90.31%	9.69%	88.7%	11.3%	86.78%	13.22%
OMS	91.41%	8.59%	93.23%	6.77%	87.57%	12.43%	86.78%	13.22%	85.08%	14.92%
Solano	90.63%	9.37%	88.69%	11.31%	88.61%	11.39%	86.13%	13.87%	84.31%	15.69%
MCS	94.95%	5.05%	95.79%	4.21%	93.86%	6.14%	91.87%	8.13%	96.75%	3.25%

**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**

Approval of the student absence report as presented.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ P/F

**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number – VII-D**

**Agenda Item**

**Substitute Teacher Report for the month of January**

For Board:  Action  Discussion  Information

**Background –**

The attached reports reflect a breakdown of substitutes needed due to absences, the percentage of vacancies filled per day and the reasons for those absences.

**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 #8

1226 W Osborn Rd Phoenix, AZ 85013

Phone: (602) 707-2000 Fax: (602) 707-2040

www.osbornschools.org

## Absences Monthly Summary Overview- January 2025

<b>6</b>  Total Absences: 7 ESI Subs: 7 Swing Subs: 0 Total Unfilled: 0 <b>Fill Rate: 100%</b>	<b>7</b>  Total Absences: 10 ESI Subs: 8 Swing Subs: 2 Total Unfilled: 0 <b>Fill Rate: 100%</b>	<b>8</b>  Total Absences: 9 ESI Subs: 7 Swing Subs: 2 Total Unfilled: 0 <b>Fill Rate: 100%</b>	<b>9</b>  Total Absences: 7 ESI Subs: 6 Swing Subs: 1 Total Unfilled: 0 <b>Fill Rate: 100%</b>	<b>10</b>  Total Absences: 14 ESI Subs: 9 Swing Subs: 6 Total Unfilled: 0 <b>Fill Rate: 107%</b>
<b>13</b>  Total Absences: 16 ESI Subs: 9 Swing Subs: 5 Total Unfilled: 2 <b>Fill Rate: 87.5%</b>	<b>14</b>  Total Absences: 11 ESI Subs: 8 Swing Subs: 3 Total Unfilled: 0 <b>Fill Rate: 100%</b>	<b>15</b>  Total Absences: 10 ESI Subs: 9 Swing Subs: 1 Total Unfilled: 0 <b>Fill Rate: 100%</b>	<b>16</b>  Total Absences: 15 ESI Subs: 10 Swing Subs: 2 Total Unfilled: 3 <b>Fill Rate: 80%</b>	<b>17</b>  Total Absences: 11 ESI Subs: 10 Swing Subs: 1 Total Unfilled: 0 <b>Fill Rate: 100%</b>
<b>HOLIDAY</b>	<b>21</b>  Total Absences: 10 ESI Subs: 5 Swing Subs: 4 Total Unfilled: 1 <b>Fill Rate: 90%</b>	<b>22</b>  Total Absences: 17 ESI Subs: 9 Swing Subs: 8 Total Unfilled: 0 <b>Fill Rate: 100%</b>	<b>23</b>  Total Absences: 25 ESI Subs: 14 Swing Subs: 11 Total Unfilled: 0 <b>Fill Rate: 100%</b>	<b>24</b>  Total Absences: 32 ESI Subs: 12 Swing Subs: 17 Total Unfilled: 3 <b>Fill Rate: 90.6%</b>
<b>27</b>  Total Absences: 13 ESI Subs: 9 Swing Subs: 2 Total Unfilled: 2 <b>Fill Rate: 84.6%</b>	<b>28</b>  Total Absences: 17 ESI Subs: 9 Swing Subs: 3 Total Unfilled: 6 <b>Fill Rate: 70.5%</b>	<b>29</b>  Total Absences: 17 ESI Subs: 10 Swing Subs: 6 Total Unfilled: 1 <b>Fill Rate: 94%</b>	<b>30</b>  Total Absences: 15 ESI Subs: 9 Swing Subs: 5 Total Unfilled: 1 <b>Fill Rate: 93%</b>	<b>31</b>  Total Absences: 27 ESI Subs: 11 Swing Subs: 11 Total Unfilled: 5 <b>Fill Rate: 81%</b>

**CLARENDON**  
Elementary School  
4th - 6th Grade  
1225 W Clarendon Rd  
Phoenix, AZ 85013  
(602) 707-2200

**ENCANTO**  
Elementary School  
PreK - 3rd Grade  
1420 W Osborn Rd  
Phoenix, AZ 85013  
(602) 707-2300

**LONGVIEW**  
Elementary School  
PreK - 6th Grade  
1209 E Indian School Rd  
Phoenix, AZ 85014  
(602) 707-2700



**MONTECITO**  
Community School  
PreK - 3rd Grade  
715 E Montecito Ave  
Phoenix, AZ 85014  
(602) 707-2500

**OSBORN**  
Middle School  
7th-8th Grade  
1102 W Highland Ave  
Phoenix, AZ 85013  
(602) 707-2400

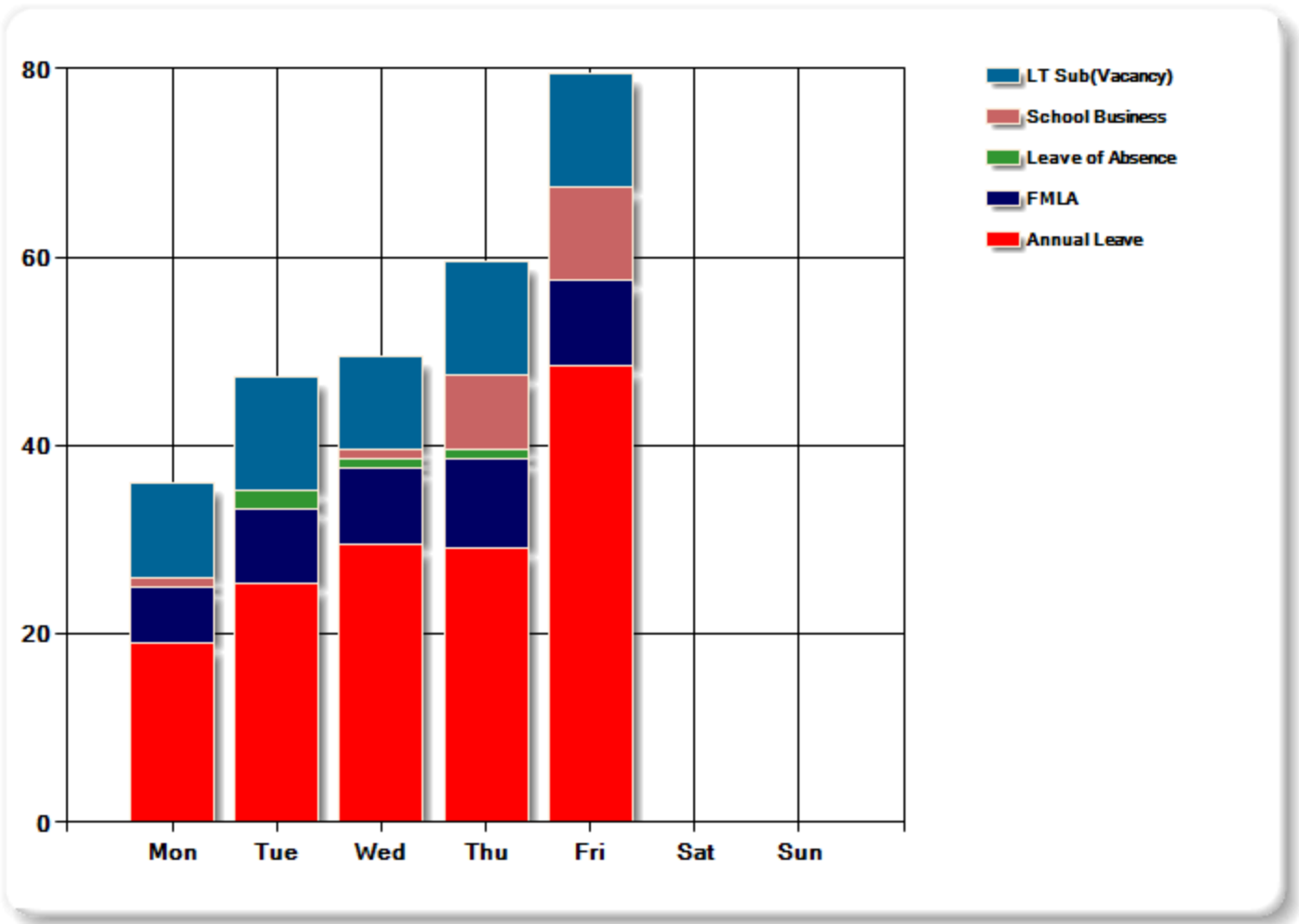
**SOLANO**  
Elementary School  
PreK - 6th Grade  
1526 W Missouri Ave  
Phoenix, AZ 85015  
(602) 707-2600

# Day of Week Absence Analysis

[Return to Report Menu](#)

**Start Date:**  
**End Date:**  
**Type:** 
**Employee:**

**School(s):** 
**Employee Types :**



Absence Reasons	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
<b>Annual Leave</b>	19	25.3	29.5	29	48.5	0	0	151.3
<b>FMLA</b>	6	8	8	9.5	9	0	0	40.5
<b>Leave of Absence</b>	0	2	1	1	0	0	0	4
<b>School Business</b>	1	0	1	8	10	0	0	20
<b>Totals</b>	26	35.3	39.5	47.5	67.5	0	0	215.8

Vacancy Reasons	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
<b>LT Sub(Vacancy)</b>	10	12	10	12	12	0	0	56
<b>Totals</b>	10	12	10	12	12	0	0	56



OSBORN SCHOOL DISTRICT NO. 8

February 18, 2025

Board Meeting

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

Agenda Item Number – VII-E

Agenda Item

Enrollment Report

For Board: [ ] Action [X] Discussion [X] Information

Background –

Below is the Enrollment Report for February 2025 for schools and special education self-contained programs in comparison to 2024.

Table with 4 columns: School, Enrollment Feb. 9, 2024, Enrollment Feb. 6, 2025, Difference. Rows include Clarendon, Encanto, Longview, Montecito, Osborn Middle, Solano, Special Ed.\*, Preschool, SEAS, and Total.

Average Daily Membership

Table with 4 columns: 2023-24 100th day ADM, 2024-25 100th day ADM, Difference. Row includes Total.

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

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ P/F

**OSBORN SCHOOL DISTRICT  
ENROLLMENT DATA FOR: February 6th, 2025**

ENCANTO		CLARENDON	
<b>Kindergarten</b>		<b>Grade 4</b>	
Caraballo, Neudysmar	25	Aken, Ann D/L	29
Chavez, Cristina D/L	24	Butier, Lindsey	30
Davey, Jenny DL	21	Colledge, Abbey	27
Kleinz, Kelly	21	Corrales, Lorena	30
Lizarraga, Mackenzie D/L	23	Marshall, Nolan	31
Murray, Nikki	23		
<b>TOTAL KINDERGARTEN</b>	<b>137</b>	<b>TOTAL GRADE 4</b>	<b>147</b>
<b>Grade 1</b>		<b>Grade 5</b>	
Dewey, Allison	21	Etsitty, Alyscia	25
Goetter, Ashley DL	24	Hernandez, Mayra D/L	25
Guillen, Adriana DL	23	Kahl, Kayce D/L	27
Gully, Emma DI	23	Meza, Jorge	27
Klanke, Liana	26	Staron, Jennifer	26
Sanchez, Nayeli D/L	25		
<b>TOTAL GRADE 1</b>	<b>142</b>	<b>TOTAL GRADE 5</b>	<b>130</b>
<b>Grade 2</b>		<b>Grade 6</b>	
Centeno, Miguel DL	24	Arebalo, Cynthia	28
Hoffman, Katerina	24	Bedonie, Brianna	28
Parker, Alex DL	24	Gonzalez Tena, Stephanie	25
Pavlisick, Kimberly D/L	25	Terriciano, Molly DL	25
Stubbs, Juanita	25	Villarreal, Frank	27
Vargas, Luis	21		
<b>TOTAL GRADE 2</b>	<b>143</b>	<b>TOTAL GRADE 6</b>	<b>133</b>
<b>Grade 3</b>			
Bejarano, Vanessa	24		
Callisen, Kristen DL	23		
Hernandez, Matthew	22		
Lopez Moreno, Cindy DL	26		
Palma, Vanessa	21	<b>SPED</b>	
Wilhelmy, Daniel	21	Allen, Amanda	6
		Roberts, Mae	7
<b>TOTAL GRADE 3</b>	<b>137</b>	<b>TOTAL SPED</b>	<b>13</b>
<b>SPED</b>			
Lawrence, Avianna	8		
McHale, Meghan (RISE)	12		
<b>TOTAL SPED</b>	<b>20</b>		
		<b>CLARENDON TOTAL</b>	<b>423</b>
<b>ENCANTO TOTAL</b>	<b>579</b>		

**OSBORN SCHOOL DISTRICT  
ENROLLMENT DATA FOR: February 6th, 2025**

LONGVIEW		Montecito (KG-3rd)	
<b>Kindergarten</b>		<b>Kindergarten</b>	
Crompton, Carrie (KG)	23	Garcia, itzel	8
Herrera Silva, Brian	22	Obrachta, Tere	10
Sanchez, Alexys	25	Wright, Rosa	12
<b>TOTAL KINDERGARTEN</b>	<b>70</b>	<b>TOTAL KINDERGARTEN</b>	<b>30</b>
<b>Grade 1</b>		<b>Grade 1</b>	
Elias Ulloa, Rosaisela D/L	26	Morales Ruano, Jess	9
La O Garcia, Tara	26	Roberts, Katrina	6
<b>TOTAL GRADE 1</b>	<b>52</b>	<b>TOTAL GRADE 1</b>	<b>15</b>
<b>Grade 2</b>		<b>Grade 2</b>	
Berkich, Elizabeth	26	Roberts, Katerina	5
Green, Maria D/L	28	Morales Ruano, Jess	13
Jorgenson, Julie	26		
<b>TOTAL GRADE 2</b>	<b>80</b>	<b>TOTAL GRADE 2</b>	<b>18</b>
<b>Grade 3</b>		<b>Grade 3</b>	
Sarmiento, Erika	32	Bailon Coca, Francisco	2
Sauter, Jessica	32	Morales Ruano, Jess	4
<b>TOTAL GRADE 3</b>	<b>64</b>	<b>TOTAL GRADE 3</b>	<b>6</b>
<b>Grade 4</b>		<b>Grade 4</b>	
Hurtado Diaz, Nidia	29	Bailon Coca, Francisco	7
Villan Morales, Elisa	29		
<b>TOTAL GRADE 4</b>	<b>58</b>	<b>TOTAL GRADE 4</b>	<b>7</b>
<b>Grade 5</b>		<b>Grade 5</b>	
Hernandez, Dani D/L	28	Bailon Coca, Francisco	4
Wright, Sammi	25		
<b>TOTAL GRADE 5</b>	<b>53</b>	<b>TOTAL GRADE 5</b>	<b>4</b>
<b>Grade 6</b>			
Hendricks, Brian	31		
Herrera Silva, Luis	33		
<b>TOTAL GRADE 6</b>	<b>64</b>	<b>TOTAL PRESCHOOL</b>	
<b>Special Needs-Self Contained Cross Cat</b>		<b>MONTECITO TOTAL</b>	
Regis, Maria	6		<b>80</b>
Scilley, Theresa	7		
<b>TOTAL SPED</b>	<b>13</b>		
<b>SPED Preschool</b>			
Osborn, Christina	22		
<b>TOTAL PRE-SCHOOL</b>	<b>22</b>		
<b>LONGVIEW TOTAL</b>	<b>476</b>		

**OSBORN SCHOOL DISTRICT  
ENROLLMENT DATA FOR: February 6th, 2025**

SOLANO		OMS	
<b>Kindergarten</b>		<b>Grade 7</b>	
Gerrard, Desiree	16	Adams, Kyle	21
Hasenstab, Stephanie	26	Georges, Julia	17
Shillito, Alexandra	26	Gomez, Vincent	21
		Heath, Liza	2
<b>TOTAL KINDERGARTEN</b>	<b>68</b>	Hess, James	25
<b>Grade 1</b>		Landeira, Richard	21
Formanek, John	25	Quezada, Paula	22
Gerrard, Desiree	9	Smith, Dashaminique	22
Sandoval, Guadalupe	20	Trainor, Randy	5
		Urrutia, Beatriz	19
<b>TOTAL GRADE 1</b>	<b>54</b>	Wharton, Patricia	12
<b>Grade 2</b>			
Copelly, Rosalba D/L	28		
Dunn, Kylie	26		
		<b>TOTAL GRADE 7</b>	<b>187</b>
<b>TOTAL GRADE 2</b>	<b>54</b>	<b>Grade 8</b>	
<b>Grade 3</b>		Ahl, Allison	2
Fuentes, Mildred	27	Frederick, Mack	31
Perez, Katarina	29	Georges, Julia	10
		Gerstner, Doug	32
		Guzman, Jose	32
		Heath, Liza	31
<b>TOTAL GRADE 3</b>	<b>56</b>	Kingsland, Mitchell	9
<b>Grade 4</b>		Lindberg, Karen	19
Campbell, Amelia	25	McKay, Caitlyn	25
Schrey, Kaitlyn	24	Stachel, Allison	20
<b>TOTAL GRADE 4</b>	<b>49</b>		
<b>Grade 5</b>			
Chacon, Gabriel	27		
Sapiro, Denise	26	<b>TOTAL GRADE 8</b>	<b>211</b>
		<b>Special Education-Self Contained Cross Cat.</b>	
<b>TOTAL GRADE 5</b>	<b>53</b>	Cooper, Cody	8
<b>Grade 6</b>		Parker, Sam	7
Chhim, Soki	25	<b>TOTAL SPECIAL CLASSES</b>	<b>15</b>
Thompson-Hunter, Angela	24		
		<b>OMS TOTAL</b>	<b>413</b>
<b>TOTAL GRADE 6</b>	<b>49</b>		
<b>Special Education-Cross Cat</b>		<b>DISTRICT TOTAL:</b>	<b>2403</b>
Brady, Deborah	7		
Lintono, Teola	9		
Logrono, Renalyn	7		
Spalding, Savannah	7		
<b>TOTAL SPECIAL CLASSES</b>	<b>30</b>		
<b>SPED - PS</b>			
Ellison, Brianna	19		
<b>TOTAL PRESCHOOL</b>	<b>19</b>		
<b>SOLANO TOTAL</b>	<b>432</b>		

**OSBORN SCHOOL DISTRICT ENROLLMENT BY MONTH - 2024-2025**

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Last Day
<b>Encanto</b>										
K	137	140	137	135	137					
1	141	141	141	140	142					
2	148	145	145	144	143					
3	138	142	143	138	137					
Spec. Ed.	16	20	21	19	20					
Pre-Sch.	n/a	n/a	n/a	n/a	n/a	n/a				
<b>TOTAL</b>	<b>580</b>	<b>588</b>	<b>587</b>	<b>576</b>	<b>579</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Clarendon</b>										
4	146	149	149	147	147					
5	128	130	131	131	130					
6	136	140	135	134	133					
Spec. Ed.	8	13	13	13	13					
<b>TOTAL</b>	<b>418</b>	<b>432</b>	<b>428</b>	<b>425</b>	<b>423</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Longview</b>										
K	72	72	72	70	70					
1	52	53	51	50	52					
2	83	80	77	79	80					
3	61	61	63	63	64					
4	62	62	60	60	58					
5	60	59	56	55	53					
6	63	64	64	64	64					
Spec. Ed.	9	16	10	13	13					
Pre-Sch.	11	13	15	17	22					
<b>TOTAL</b>	<b>473</b>	<b>480</b>	<b>468</b>	<b>471</b>	<b>476</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Montecito</b>										
K	31	30	30	31	30					
1	16	13	15	15	15					
2	18	18	18	18	18					
3	6	6	6	6	6					
4	6	6	7	7	7					
5	4	4	4	4	4					
<b>TOTAL</b>	<b>81</b>	<b>77</b>	<b>80</b>	<b>81</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OMS</b>										
7	196	195	192	188	187					
8	222	218	219	216	211					
Spec. Ed.	5	12	13	14	15					
<b>TOTAL</b>	<b>423</b>	<b>425</b>	<b>424</b>	<b>418</b>	<b>413</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Solano</b>										
K	67	65	67	67	68					
1	57	55	55	55	54					
2	60	61	58	58	54					
3	61	57	57	57	56					
4	57	55	54	54	49					
5	50	54	54	54	53					
6	52	55	55	55	49					
Spec. Ed.	30	30	29	28	30					
Pre-Sch.	12	15	19	18	19					
<b>TOTAL</b>	<b>446</b>	<b>447</b>	<b>448</b>	<b>446</b>	<b>432</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Dist. Totals</b>	<b>2421</b>	<b>2449</b>	<b>2435</b>	<b>2417</b>	<b>2403</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**ENROLLMENT BY GRADE AS OF: February 6th, 2025**

<b>Grade</b>	<b>Encanto</b>	<b>Clarendon</b>	<b>Longview</b>	<b>Montecito</b>	<b>OMS</b>	<b>Solano</b>	<b>TOTAL</b>
<b>K</b>	137		70	30		68	<b>305</b>
<b>1</b>	142		52	15		54	<b>263</b>
<b>2</b>	143		80	18		54	<b>295</b>
<b>3</b>	137		64	6		56	<b>263</b>
<b>4</b>		147	58	7		49	<b>261</b>
<b>5</b>		130	53	4		53	<b>240</b>
<b>6</b>		133	64			49	<b>246</b>
<b>7</b>					187		<b>187</b>
<b>8</b>					211		<b>211</b>
<b>SpEd.</b>	20	13	13		15	30	<b>91</b>
<b>Presch.</b>			22			19	<b>41</b>
							<b>0</b>
<b>CURRENT MONTH'S TOTALS</b>	<b>579</b>	<b>423</b>	<b>476</b>	<b>80</b>	<b>413</b>	<b>432</b>	<b>2403</b>
Totals	<b>576</b>	<b>425</b>	<b>471</b>	<b>81</b>	<b>418</b>	<b>446</b>	<b>2417</b>
<b>Change</b>	3	-2	5	-1	-5	-14	-14

Encanto	Apr.'19	Apr.'20	Apr.'21	Apr.'22	Apr.'23	Apr.'24	Encanto	May '20	May '21	May '22	May '23	May '24	Encanto	Year End	Year End'21	Year End '22	Year End '24
K	182	108	108	165	147	144	K		108	165	146	143	K			165	143
1	170	103	102	149	156	143	1		103	149	156	142	1			149	142
2	159	97	95	152	150	151	2		97	154	152	153	2			154	153
3	135	83	83	132	146	148	3		83	130	145	150	3			130	150
<b>TOTAL</b>	<b>646</b>	<b>391</b>	<b>388</b>	<b>598</b>	<b>599</b>	<b>586</b>	<b>TOTAL</b>	<b>0</b>	<b>391</b>	<b>598</b>	<b>600</b>	<b>589</b>	<b>TOTAL</b>			<b>598</b>	
<b>Clarendon</b>							<b>Clarendon</b>							<b>Clarendon</b>			
4	148	95	97	106	133	129	4		95	104	132	129	4			104	129
5	150	65	65	111	109	134	5		65	112	108	134	5			112	134
6	160	83	84	100	126	114	6		83	100	124	113	6			100	113
<b>TOTAL</b>	<b>458</b>	<b>243</b>	<b>246</b>	<b>317</b>	<b>368</b>	<b>377</b>	<b>TOTAL</b>	<b>0</b>	<b>243</b>	<b>316</b>	<b>364</b>	<b>376</b>	<b>TOTAL</b>			<b>316</b>	
<b>Longview</b>							<b>Longview</b>							<b>Longview</b>			
K	68	40	39	51	54	47	K		40	50	54	47	K			50	47
1	73	48	47	58	52	72	1		48	56	52	71	1			56	71
2	69	40	40	67	66	61	2		40	66	69	51	2			66	51
3	72	33	32	60	64	55	3		33	59	64	55	3			59	55
4	72	45	46	57	61	67	4		45	55	64	68	4			55	68
5	67	40	41	60	56	67	5		40	59	58	67	5			59	67
6	80	37	37	48	63	61	6		37	48	61	63	6			48	63
<b>TOTAL</b>	<b>501</b>	<b>283</b>	<b>282</b>	<b>401</b>	<b>416</b>	<b>420</b>	<b>TOTAL</b>	<b>0</b>	<b>283</b>	<b>393</b>	<b>422</b>	<b>422</b>	<b>TOTAL</b>			<b>393</b>	<b>422</b>
<b>Montecito</b>							<b>Montecito</b>							<b>Montecito</b>			
K	1	0	0	6	13	9	K		0	5	13	9	K			5	9
1	0	1	1	2	9	13	1		1	2	9	13	1			2	13
2	1	3	3	0	4	8	2		3	1	4	6	2			1	6
3	3	2	1	4	1	3	3		1	5	1	3	3			5	3
4	2	0	0	1	1	4	4		0	1	1	4	4			1	4
5	7	6	6	2	1	5	5		6	2	1	5	5			2	5
6	3	3	2	4	2	6	6		2	4	2	6	6			4	6
<b>TOTAL</b>	<b>17</b>	<b>15</b>	<b>13</b>	<b>19</b>	<b>31</b>	<b>31</b>	<b>TOTAL</b>	<b>0</b>	<b>13</b>	<b>20</b>	<b>31</b>	<b>31</b>	<b>TOTAL</b>			<b>20</b>	<b>31</b>
<b>OMS</b>							<b>OMS</b>							<b>OMS</b>			
7	308	145	150	250	225	219	7		145	242	228	218	7			242	218
8	281	160	172	268	258	223	8		160	266	254	224	8			266	224
<b>TOTAL</b>	<b>589</b>	<b>305</b>	<b>322</b>	<b>518</b>	<b>483</b>	<b>442</b>	<b>TOTAL</b>	<b>0</b>	<b>305</b>	<b>508</b>	<b>482</b>	<b>442</b>	<b>TOTAL</b>			<b>508</b>	<b>442</b>
<b>Solano</b>							<b>Solano</b>							<b>Solano</b>			
K	67	48	45	70	59	58	K		44	70	58	59	K			70	59
1	70	44	43	66	61	55	1		48	61	61	53	1			61	53
2	83	43	41	69	62	55	2		43	65	62	54	2			65	54
3	72	36	33	55	57	48	3		36	53	56	47	3			53	47
4	71	40	43	54	51	55	4		40	54	49	52	4			54	52
5	82	44	46	56	46	42	5		44	58	47	42	5			58	42
6	80	33	32	61	49	45	6		33	61	48	44	6			61	44
<b>TOTAL</b>	<b>525</b>	<b>288</b>	<b>283</b>	<b>431</b>	<b>385</b>	<b>358</b>	<b>TOTAL</b>	<b>0</b>	<b>288</b>	<b>422</b>	<b>381</b>	<b>351</b>	<b>TOTAL</b>			<b>422</b>	<b>351</b>
<b>iSchool</b>							<b>iSchool</b>							<b>iSchool</b>			
K			78	15	0		K		78	14	0		K			14	
1			101	23	7		1		98	21	7		1			21	
2			95	26	7		2		93	21	7		2			21	
3			103	28	11		3		103	24	11		3			24	
4			97	26	10		4		96	28	10		4			28	
5			105	27	17		5		107	26	17		5			26	
6			93	41	13		6		90	41	13		6			41	
			115	0	0		7		121				7				
<b>TOTAL</b>			<b>916</b>	<b>186</b>	<b>65</b>		<b>TOTAL</b>		<b>140</b>	<b>175</b>	<b>65</b>		<b>TOTAL</b>			<b>175</b>	
			129	0	0		<b>TOTAL</b>		<b>926</b>				<b>TOTAL</b>				
SEAS					0		SEAS						SEAS				4
Pre-Sch.	51		41	36	30	0	Pre-Sch.		41	38	37	38	Pre-Sch.			38	38
Spec. Ed.	77		80	75	47	0	Spec. Ed.		80	68	48	69	Spec. Ed.			68	69

Attendance - Multiple Year Comparison Chart

Encanto	Dec.'16	Dec.'17	Dec.'18	Dec.'19	Dec.'20	Dec.'21	Dec.'22	Dec.'23	Dec.'24	Encanto	Jan.'15	Jan.'16	Jan.'17	Jan.'18	Jan.'19	Jan.'20	Jan.'21	Jan.'22	Jan.'22	Jan.'23	Jan.'24	Jan.'25	Feb.'21	Feb.'22	Feb.'23	Feb.'24	Feb.'25	Mar.'17	Mar.'18	Mar.'19	Mar.'20	Mar.'21	Mar.'22	Mar.'23	Mar.'24
K	170	179	180	179	152	164	146	137	135	K	162	180	166	181	179	180	150	162	145	145	147	137	150	164	145	144	167	179	179	176	149	163	148	141	
1	147	164	171	175	154	148	156	144	140	1	165	180	144	168	167	178	152	149	154	158	143	142	152	148	158	143	150	169	170	176	155	149	156	144	
2	167	144	163	156	147	148	149	155	144	2	170	175	165	144	158	155	146	147	150	150	156	143	146	148	150	153	169	145	160	156	147	149	150	151	
3	174	165	134	158	140	127	142	149	138	3	144	186	171	166	133	157	140	124	142	154	149	137	140	127	154	149	168	164	134	155	137	129	146	148	
<b>TOTAL</b>	<b>658</b>	<b>652</b>	<b>648</b>	<b>668</b>	<b>593</b>	<b>587</b>	<b>593</b>	<b>585</b>	<b>557</b>	<b>TOTAL</b>	<b>641</b>	<b>721</b>	<b>646</b>	<b>659</b>	<b>637</b>	<b>670</b>	<b>588</b>	<b>582</b>	<b>591</b>	<b>607</b>	<b>595</b>	<b>559</b>	<b>588</b>	<b>587</b>	<b>607</b>	<b>607</b>	<b>654</b>	<b>637</b>	<b>643</b>	<b>663</b>	<b>588</b>	<b>590</b>	<b>600</b>	<b>584</b>	
Clarendon										Clarendon																									
4	179	156	147	135	141	102	131	134	147	4	146	140	181	157	144	137	140	107	132	134	131	147	140	102	134	132		180	156	145	135	142	102	133	128
5	146	167	159	143	123	112	108	136	131	5	153	152	148	169	156	144	120	114	105	107	139	130	120	112	107	138	150	168	151	142	122	109	110	136	
6	133	138	161	150	131	100	119	113	134	6	124	152	131	138	161	151	131	101	119	124	114	133	131	100	124	117	133	143	160	162	133	100	126	115	
<b>TOTAL</b>	<b>458</b>	<b>461</b>	<b>467</b>	<b>428</b>	<b>395</b>	<b>314</b>	<b>358</b>	<b>383</b>	<b>412</b>	<b>TOTAL</b>	<b>423</b>	<b>444</b>	<b>460</b>	<b>464</b>	<b>461</b>	<b>432</b>	<b>391</b>	<b>321</b>	<b>356</b>	<b>365</b>	<b>384</b>	<b>410</b>	<b>391</b>	<b>314</b>	<b>324</b>	<b>387</b>	<b>463</b>	<b>467</b>	<b>456</b>	<b>429</b>	<b>397</b>	<b>311</b>	<b>269</b>	<b>379</b>	
Longview										Longview																									
K	72	83	66	75	62	54	55	45	70	K	69	67	73	82	65	75	61	55	56	56	47	70	61	54	56	48		74	82	66	78	55	51	55	47
1	74	72	72	81	75	59	49	70	50	1	92	74	73	69	72	73	75	57	48	47	68	52	75	59	47	70	76	64	72	75	67	60	52	71	
2	85	77	67	72	70	66	69	48	79	2	74	78	85	74	68	73	71	67	69	67	49	80	71	66	67	50	88	74	70	67	71	66	66	49	
3	78	73	72	71	70	61	62	56	63	3	88	73	77	71	71	75	71	59	66	63	56	64	71	61	63	56	78	70	70	75	61	60	63	56	
4	83	76	71	74	72	58	62	66	60	4	81	88	82	74	74	76	71	58	65	60	67	58	71	58	60	68	82	70	73	75	69	57	61	67	
5	90	72	65	55	64	58	54	67	55	5	63	68	93	71	66	57	65	58	55	54	65	53	65	58	54	64	94	72	66	73	60	59	55	65	
6	60	89	75	68	55	48	63	63	64	6	76	61	60	87	76	68	54	49	63	65	63	64	54	48	65	63	62	87	81	71	52	48	64	62	
<b>TOTAL</b>	<b>542</b>	<b>542</b>	<b>488</b>	<b>496</b>	<b>468</b>	<b>404</b>	<b>413</b>	<b>413</b>	<b>441</b>	<b>TOTAL</b>	<b>543</b>	<b>509</b>	<b>543</b>	<b>528</b>	<b>492</b>	<b>497</b>	<b>468</b>	<b>409</b>	<b>422</b>	<b>412</b>	<b>415</b>	<b>441</b>	<b>468</b>	<b>404</b>	<b>412</b>	<b>419</b>	<b>554</b>	<b>519</b>	<b>498</b>	<b>515</b>	<b>435</b>	<b>401</b>	<b>416</b>	<b>417</b>	
Montecito										Montecito																									
K	1	1	1	2	1	5	15	9	31	K			1	1	1	3	0	5	13	13	9	30	0	5	13	9		1	1	2	3	0	6	13	9
1	4	1	0	5	2	2	8	13	15	1	5	1	0	4	1	1	9	9	13	15	1	2	9	13	6	2	0	5	1	2	8	13			
2	2	7	2	1	3	1	5	6	18	2	2	7	2	2	2	3	1	4	4	6	18	3	1	4	6	2	6	1	2	3	1	4	6		
3	3	2	4	3	2	3	2	3	6	3	5	2	3	3	2	4	2	2	2	3	6	2	3	2	3	5	2	3	3	2	4	1	3		
4	6	5	1	6	1	1	3	7	7	4	6	5	1	6	1	1	2	2	2	0	7	0	1	2	0	6	6	1	9	0	1	1	1		
5	3	5	7	2	6	0	1	4	4	5	3	5	7	2	2	6	0	1	1	4	4	6	0	1	0	3	5	8	2	6	1	0			
6	2	6	3	4	0	5	3	0		6	2	7	3	5	1	5	2	2	2	0	3	5	2	0	3	7	3	6	3	5	2				
<b>TOTAL</b>	<b>21</b>	<b>27</b>	<b>18</b>	<b>23</b>	<b>15</b>	<b>17</b>	<b>37</b>	<b>42</b>	<b>81</b>	<b>TOTAL</b>	<b>24</b>	<b>28</b>	<b>17</b>	<b>25</b>	<b>14</b>	<b>17</b>	<b>33</b>	<b>33</b>	<b>35</b>	<b>80</b>	<b>15</b>	<b>17</b>	<b>33</b>	<b>31</b>	<b>26</b>	<b>29</b>	<b>18</b>	<b>30</b>	<b>15</b>	<b>20</b>	<b>29</b>	<b>31</b>			
OMS										OMS																									
7	286	278	302	301	265	247	221	185	188	7	281	272	288	274	301	306	265	246	208	211	224	187	265	247	211	223	287	276	305	304	284	280	228	217	
8	264	284	290	283	299	289	255	184	216	8	274	297	282	285	285	284	302	273	242	242	223	211	302	289	242	223	266	297	291	295	305	286	258	223	
<b>TOTAL</b>	<b>550</b>	<b>562</b>	<b>592</b>	<b>584</b>	<b>564</b>	<b>516</b>	<b>476</b>	<b>369</b>	<b>404</b>	<b>TOTAL</b>	<b>555</b>	<b>569</b>	<b>550</b>	<b>559</b>	<b>586</b>	<b>590</b>	<b>567</b>	<b>519</b>	<b>450</b>	<b>453</b>	<b>447</b>	<b>388</b>	<b>567</b>	<b>516</b>	<b>453</b>	<b>446</b>	<b>553</b>	<b>563</b>	<b>586</b>	<b>589</b>	<b>568</b>	<b>516</b>	<b>486</b>	<b>440</b>	
Solano										Solano																									
K	95	71	66	62	60	70	65	60	67	K	85	77	93	76	68	62	60	74	60	61	63	68	60	70	61	61		93	75	67	63	58	70	61	62
1	68	94	70	67	60	65	56	57	55	1	114	88	66	94	70	65	61	66	56	57	55	54	61	65	57	51	65	97	67	59	61	65	60	54	
2	88	67	91	63	61	71	62	59	58	2	80	101	89	68	89	60	60	72	62	62	57	54	60	71	62	58	91	70	85	59	57	69	63	58	
3	95	81	79	77	50	56	65	50	57	3	88	81	98	81	68	75	50	62	62	59	51	56	50	56	59	49	99	86	70	74	51	55	57	48	
4	88	98	72	76	76	50	54	56	54	4	108	98	91	98	74	74	76	52	53	50	56	49	76	50	50	56	91	97	69	73	76	51	51	57	
5	101	86	82	68	71	56	62	39	54	5	75	105	96	85	81	68	72	57	50	47	37	53	72	56	47	37	95	83	82	69	71	57	45	41	
6	102	89	85	75	57	60	48	47	55	6	59	74	101	87	85	75	59	59	46	48	43	49	59	60	48	41	97	88	82	74	59	61	48	44	
<b>TOTAL</b>	<b>637</b>	<b>586</b>	<b>545</b>	<b>488</b>	<b>435</b>	<b>428</b>	<b>402</b>	<b>368</b>	<b>400</b>	<b>TOTAL</b>	<b>609</b>	<b>624</b>	<b>634</b>	<b>589</b>	<b>535</b>	<b>479</b>	<b>438</b>	<b>442</b>	<b>389</b>	<b>384</b>	<b>362</b>	<b>383</b>	<b>438</b>	<b>428</b>	<b>384</b>	<b>353</b>	<b>631</b>	<b>596</b>	<b>522</b>	<b>471</b>	<b>433</b>	<b>428</b>	<b>385</b>	<b>364</b>	
iSchool										iSchool																									
K						14	0			K										12	0	0												16	0
1						24	6			1										19	6	7													





**SpEd Monthly Enrollment Worksheet**

Date: 02/05/2025

Clarendon	Encanto	OMS	Solano	Longview	Montecito	Program	Total
1		1	1	1		Private Pl. (OSD Students)	4
			19	23		Pre-School (DD)	42
						Headstart	
17	16	13	30	6		Self-Contained	82
				6		SEAS	6
42	26	44	18	32	2	Resource	164
14	7	11	6	8		Speech & Lang (w/add'l disability)	0
9	16	1	5	14	2	Speech & Lang	47
					3	Montessori SPED	4
			1			Community PS SPED	1
						Service Plans (Private Sch Stud)	17
						Homebound SPED	3
<b>69</b>	<b>58</b>	<b>59</b>	<b>74</b>	<b>83</b>	<b>7</b>	<b>Totals**</b>	<b>370</b>

**\*\* Totals Do Not Include Speech (w/add'l disability)**

			Self-Contained			
			SUB	8	Hearing	5
AZ Day Sch De	1		Allen	6	Vision	1
ACCEL	0		Roberts	11	Orthopedic Impairment	
The Aces	3		McHale	10	Physical Therapy	8
Service Plans	17		Regis	6	Occupational Therapy	98
			Parker	6	Autism	60
			Cooper	7	MDSSI	2
			Logrono	7	MiID	11
Suspension Private Pl			Teola Linton Brov	9	MoID	1
			Brady	7	Voucher	1
			<b>SEAS</b>			
Home Bound Non-SPED			Scilley	6	Peer model Preschool	
					504 Non-SPED	46

**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number – VII-F**

**Agenda Item**

**Budget Committee Update**

For Board:     Action                     Discussion                     Information

**Background –**

The Budget Committee met on January 29<sup>th</sup> to review the FY26 revenue projections based on current year student counts.

The attached projection for FY26 revenues is built using the current FY25 student counts, aged up and assuming KG enrollment is the same.

The Committee is looking at possible areas for adjustments and savings, in order to have capacity for possible salary increases, health insurance increases and certified growth on the salary schedule.

The Budget Committee’s next meetings are February 12 & 26.

**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  
2025/26 M&O Budget Summary**

	<b>23/24 Final Budget</b>	<b>2024/25 Proposed Budget</b>		<b>2025/26 Projections</b>	<b>Compared to FY25 Projections</b>
ADM	2184.776	2185.534		2243.837	58.30
Weighted Count	3075.931	3122.740		3252.110	129.37
Base Level	4914.71	4914.71		5013	
Inflation FY26		98.29		0.00	
Base Level per WSC	X 4914.71	5013.00		5013.00	
Base Level	= 15,117,310	15,654,297		16,302,828	
Audit Fees	+ 33,000	32,000		32,000	
Base Support Level	15,150,310	15,686,297		16,334,828	648,531
TRCL (transp control limit)	705,740.57	705,740.57		705,740.57	
RCL (Revenue control limit)	15,856,051	16,392,038		17,040,569	648,531
M&O Override	2,452,707	2,458,805		2,458,805	
DAA Transfer*	1,038,000	1,038,000		1,038,000	
Tuition Revenue- ASDB	7,000	7,000		7,000	
5-Year \$75M allocation	148,285	147,600		143,742	(3,858)
<b>Total Revenues</b>	<b>19,502,043</b>	<b>20,043,443</b>		<b>20,688,116</b>	<b>644,673</b>
One Time \$300M state aid	593,140				
ADM / Audit adjustment- one time \$	173,275				
Budget Carryover- \$ Reserved Fund Balance	2,811,531	1,681,785		1,833,294	
Budget Carryover- One time exp CSR Teachers		750,000			
FRPL & DAA - One Time FY25 Funding				170,723	
<b>Total Budget</b>	<b>23,079,989</b>	<b>22,475,228</b>		<b>22,692,133</b>	216,905

**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number – VIII-A**

**Agenda Item  
Bond Update**

For Board:     Action             Discussion             Information

**Background –**

H2 Group Capital Project Management will present an update on bond projects.

**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**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item**

**Recommendation to approve contract language and issue 2025-26 Certified Teacher Contracts**

For Board:     Action                       Discussion                       Information

**Background –**

Administration is recommending issuing Certified Teacher contracts at current salary amounts. The Budget Committee will be meeting to discuss salary and expenditure recommendations for FY 26 while we await the final FY 26 funding levels from the State Legislature.

If final FY26 state funding levels allow for salary increases, those recommendations will be brought to the board for authorization and contract amendment letters will be issued to staff.

**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 issuing 2025-26 SY Certified Teacher contracts.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ P/F

M&O\*: \$«FY25\_MO»  
P301\*: \$ «FY25\_P301»  
Longevity: \$ «FY25\_Longevity»  
Endorsements/AEPA: \$«Endorsments»  
Total Contract: \$«FY25\_Rounded\_Total»  
Grandfathered YRS of SVC Included in Total:  
\*or Equivalent Funding

NAME: «Last\_Name\_First\_Name»  
FTE: «FTE».00  
STEP LESS: «Grade»/«Level»  
ENDORSEMENTS/AEPA:  
«Endorsments»  
DATE ISSUED: \_\_\_\_\_, 2025

**OSBORN SCHOOL DISTRICT #8  
TEACHER'S EMPLOYMENT CONTRACT**

DATE RETURNED TO D.O. /INITIALS

This contract is entered into by Osborn Elementary School District No. 8 ("District") and «Last\_Name\_First\_Name» ("Teacher").

1. District agrees to employ Teacher for «Days» days during fiscal year 2025-2026, commencing on «StartDate» and ending on «EndDate». The contract year for Teacher shall be in accordance with the official calendar adopted by the Governing Board. If, however, an emergency or other circumstance as determined and declared by the Governing Board or its authorized designee delays the opening or requires the closing of the schools, the period of time covered by the employment contracts shall be extended so as to maintain open schools for the number of days required by the employment contracts without additional compensation to Teacher.
2. Teacher's employment is conditioned upon the possession at all times of a valid Arizona teacher's certificate for the position being offered and upon the satisfactory completion of any and all background checks and fingerprint clearances that may be required. Teacher agrees to be appropriately certified in all assigned core academic subjects or as otherwise required by law and to hold all requisite endorsements by the commencement date of this contract. Teacher understands and agrees that Teacher is not entitled to compensation for any period during which such fingerprint clearance, certificate(s) and/or endorsement(s) and/or approved area(s) is/are not maintained and in effect; and in addition to any other remedies to which the District may be entitled, District shall not be obliged to pay or compensate Teacher for work performed during such period and District may deduct any of that paid to Teacher attributable to such period from any other monies owed to Teacher by District. In the sole discretion of the District, Teacher may be paid at a substitute teacher rate for the maximum number of days as permitted by law.
3. District agrees to pay Teacher a salary of \$«FY25\_Rounded\_Total» for the 2025-2026 school year. In the event there is a difference between the salary amount stated here and the amount in the District salary schedule, the salary schedule shall govern. Teacher shall also receive performance pay if Teacher qualifies for such pay in accordance with the District's Performance Pay Plan, subject to any reduction in Classroom Site Funding as described in paragraph 5 below. The amount of performance pay and the method and timing of payment of performance pay shall be as specified in the District's Performance Pay Plan. Teacher shall also receive such fringe benefits as the Governing Board approves for this fiscal year. If eligible, Teacher shall receive supplemental pay stipends or additional pay as expressly authorized by the Governing Board pursuant to Governing Board policy or specific Board action.
4. Pursuant to A.R.S. § 15-977 and provisions of the Classroom Site Fund, the District may or may not receive funds to support supplements to Teacher's Base Salary. Teacher expressly acknowledges that total pay will depend upon allocation of the Classroom Site Funds, amount of Classroom Site Funds received, if any, and employee eligibility. Payments associated with the Classroom Site Fund may be paid only if the balance in the applicable Site Fund account is sufficient to support the payment.
5. Teacher acknowledges and agrees that at any time after execution of this contract, the Base Salary specified in paragraph 3 above may be reduced by an amount not to exceed ten percent (10%) of Teacher's salary if any of the following occurs: 1) the District's Base Support Level, Revenue Control Limit, or General Budget Limit authorized for the 2025-2026 fiscal year is less or becomes less than that authorized at the beginning of the 2024-2025 fiscal year; 2) the District fails to receive or be authorized to use funds during the 2025-2026 fiscal year in the amount initially budgeted for such year; 3) the District does not receive funds or is not authorized to use funds (federal or otherwise) that the District anticipates receiving for use in the 2025-2026 fiscal year. Teacher shall be given not fewer than ten (10) calendar days' notice of any reduction in Base Salary that occurs as a result of this paragraph.
6. District reserves the right, as part of a salary reduction to decrease Teacher's salary by furloughing Teacher for up to thirteen (13) days. Teacher will not be required to perform any duties on any days of furlough and will receive no compensation for such days. Teacher may not use paid sick leave or other paid leave time on such furlough days.
7. If the Base Support Level funding that is made available to the District by the Legislature's budget for 2025-2026 is more than was assumed in the revenue projection in the preliminary budget; if the District receives additional funds that may be apportioned towards salaries and employee related expenses from whatever source; and/or if through cost savings, the District has more funds than expected in the budget that may be apportioned toward salaries and if the Board, in its sole discretion agrees to allocate such funds towards salaries and employee related expenses, the Board may do so in the following manner: The Board may, in its sole discretion, increase Teacher's base salary by an amount as determined by the Board, but not to exceed fifteen percent (15%) of Teacher's base salary or may make a one-time allocation of funds to Teacher in an amount as determined by the Board to supplement Teacher's base salary during the fiscal year. The one-time payment may be paid to Teacher in a single payment or in multiple payments at such times as may serve the best financial needs of the District. Teacher must be currently employed by the District, at the time of Governing Board approval, to receive any increase.
8. If the District is the recipient of results based funding pursuant to A.R.S. § 15-249.08, the District may distribute additional pay to Teacher in compliance with that statute and as determined by the Governing Board, in its discretion.
9. This contract is conditioned upon the school or other work location to which Teacher is assigned remaining open and in full operation for the entire term of the contract. In the event that, pursuant to court order, lack of appropriated or available funds or for any other reason beyond the control of the District, either the assigned school or other work location is not open in operation for the full contract term or school operations are suspended or reduced below the anticipated level, there may be a pro rata reduction of compensation under this contract corresponding to the portion of the contract term that suspended or reduced school district operations requiring suspension or reduction of the services of the Teacher.

10. Teacher warrants the truth of all representations and statements made by Teacher to District in connection with Teacher's employment. Any breach of this warranty may be grounds for termination of employment.
11. Pursuant to A.R.S. § 15-550, if Teacher is arrested for or charged with any non-appealable offense listed in A.R.S. § 41-1858.03(B), Teacher shall immediately report the arrest or charge to Teacher's supervisor. Failure to do so shall result in immediate dismissal.
12. Pursuant to A.R.S. § 15-538.02, the Governing Board may dismiss a Teacher who holds a teaching intern certificate, an emergency teaching certificate or another type of nonstandard certificate that is valid for one (1) year or less that without complying with the requirements of A.R.S. §§ 15-537, 15-538, or 15-541. Such dismissal shall be effective ten (10) working days after delivery of the notice of dismissal to the Teacher.
13. Teacher agrees to teach such grade(s), or subjects as the Teacher may be assigned to teach, and to perform such other duties as may be assigned. Teacher agrees to abide by and be subject to the District's policies, regulations and rules as are in effect or may be amended during the term of this contract.
14. Teacher shall be evaluated through the use of an evaluation system and instrument adopted and approved pursuant to A.R.S. § 15-537. The parties acknowledge and agree that the District's evaluation system may be amended from time to time during the term of this contract.
15. Pursuant to A.R.S. § 15-545, any Teacher resignation without prior Governing Board approval shall be deemed to be an unprofessional act. Teacher recognizes that the District will incur expenses of securing a replacement and possible costs for a substitute in the event that the teacher does not fulfill his/her obligations under the contract. In the event that the teacher fails to report to his/her assignment or resigns from employment with the District, effective prior to the end of the term of this contract, employee agrees to pay the District the amount of \$750 if contract is broken between May 1 and June 30; \$1,250 if contract is broken July 1 or after as liquidated damages, and not as a penalty. This payment may be waived if the employee's non-performance results from circumstances beyond his/her control or from an agreement for a resignation in lieu of dismissal. The District may withhold all or any part of these liquidated damages from any amount payable to the Teacher after receipt of the resignation or a failure to report for duty, and may take any action, including filing suit, to collect the liquidated damages. Teacher shall reimburse the District for any collection fees, attorney fees, court costs or other reasonable expenses incurred by the District to collect the amount owed as liquidated damages.
16. If Teacher participates in District's classroom-based preparation program approved by the State Board of Education under A.R.S. 15-553, Teacher agrees to complete assigned work and attend training sessions in order to remain in good standing in the District's classroom-based preparation program. Teacher's failure to maintain good standing in District's classroom-based preparation program constitutes breach of contract by the Teacher subject to discipline as provided by District policy.
17. Should Teacher believe there is a mistake in Teacher's salary resulting in Teacher receiving less than what Teacher would be entitled under the salary schedule, the Teacher shall have thirty (30) working days from initiating performance of duties under the contract to notify District of mistake. If Teacher does not notify district within these thirty (30) days, Teacher waives right to additional amounts under current contract. If the Teacher has received more money than the Teacher is entitled for work performed, the Teacher shall, at the District's option (a) immediately repay any amount erroneously paid to the Teacher or (b) allow the District to reduce future payments to the Teacher to make up for any amount erroneously paid. This remedy shall be in addition to any other remedy to which the District is entitled under policy or law.
18. To the extent appropriate for the occasion and as part of the compensation, the District may provide incidental food and beverages at mandatory staff meetings, including in-services and staff development activities/trainings, in order to foster good working relations and encourage and reward staff participation.
19. This contract is subject to cancellation pursuant to A.R.S. § 38-511.
20. The entire agreement between the parties shall consist of this contract, District's salary schedule, the District's performance pay plan, approved supplemental pay and such fringe benefits as the Governing Board approves for this fiscal year. Any prior or contemporaneous agreements, whether written or oral, are superseded by the execution of this contract. Any subsequent amendment or addendum to this contract must be in writing and signed by both parties.
21. If Teacher has retired with the Arizona State Retirement System and returned to work, teacher's employment is not subject to annual renewal and other provisions of Title 15 as specified in A.R.S. § 38-766.01. Teacher shall not accrue credited service, retirement benefits or long term disability program benefits under either state law or by District policy.
22. This contract must be received by the District Office Human Resources Department within fifteen (15) business days from the date of Teacher's receipt of the written contract or the offer is revoked. Receipt will be deemed to have occurred when the written contract is personally delivered, placed in Teacher's school-provided mailbox, including electronic mail, or two (2) days after being placed in a United States Postal Service mailbox. If the contract is returned and includes terms in addition to the terms of contract offered by the board or is not returned within the fifteen (15) business days, under accordance with the provisions of A.R.S. §15-536 and/or A.R.S. §15-538.01, this contract shall be null and void.
23. This contract shall be governed by the laws of the United States and the State of Arizona, together with District policies, rules, and regulations now in force or as they may be modified. Teacher agrees that the Arizona State and Federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.
24. Payroll Payment Election: Teachers who work less than twelve (12) months per year may be paid over twelve (12) months. This is called "annualized compensation." Annualized compensation gives Employee income during the summer months. Due to IRS regulations, Employee must make a written election to receive annualized compensation. Employee shall initial selection. ***If Teacher fails to return this election before Teacher begins work for the school year, the District will not annualize Teacher's compensation. Pay option may not be changed during the term of this contract.***

**Failure to make this election before work begins for the school year, will result in payment election defaulting to Option B.**

**Please *initial* your election:**



\_\_\_\_\_ OPTION A: 1/26<sup>th</sup> of annual salary biweekly throughout the school year with balance paid in one lump sum at the end of the contract.

\_\_\_\_\_ OPTION B: 1/21<sup>st</sup> of annual salary biweekly throughout the school year for all contract days.

By signing this contract, Teacher acknowledges reading this contract and specifically agrees to comply with all terms in the contract.

**TEACHER'S SIGNATURE**

\_\_\_\_\_

**DATE** \_\_\_\_\_

**GOVERNING BOARD SIGNATURES**

**DATE** \_\_\_\_\_

\_\_\_\_\_ Board President

\_\_\_\_\_ Member

\_\_\_\_\_ Member

M&O\*: \$«MO»  
P301\*: \$«P301»  
Longevity: \$«Longevity»  
Endorsements/AEPA: \$«Total Endors»  
Total Contract: \$«Rounded Total»  
Grandfathered YRS of SVC Included in Total:  
\*or Equivalent Funding

NAME: «Last\_Name\_First\_Name»  
FTE: «FTE».00  
STEP LESS: «Grade»/«Level»

ENDORSEMENTS/AEPA:  
«Endorsments»

DATE ISSUED: \_\_\_\_\_, 2025

DATE RETURNED TO D.O. /INITIALS

## OSBORN SCHOOL DISTRICT #8 TEACHER'S EMPLOYMENT CONTRACT

This contract is entered into by Osborn Elementary School District No. 8 ("District") and «Last\_Name\_First\_Name» ("Teacher").

1. District agrees to employ Teacher for «Days» days during fiscal year 2025-2026, commencing on «StartDate» and ending on «EndDate». The contract year for Teacher shall be in accordance with the official calendar adopted by the Governing Board. If, however, an emergency or other circumstance as determined and declared by the Governing Board or its authorized designee delays the opening or requires the closing of the schools, the period of time covered by the employment contracts shall be extended so as to maintain open schools for the number of days required by the employment contracts without additional compensation to Teacher.

2. Teacher's employment is conditioned upon the possession at all times of a valid Arizona teacher's certificate for the position being offered and upon the satisfactory completion of any and all background checks and fingerprint clearances that may be required. Teacher agrees to be appropriately certified in all assigned core academic subjects or as otherwise required by law and to hold all requisite endorsements by the commencement date of this contract. Teacher understands and agrees that Teacher is not entitled to compensation for any period during which such fingerprint clearance, certificate(s) and/or endorsement(s) and/or approved area(s) is/are not maintained and in effect; and in addition to any other remedies to which the District may be entitled, District shall not be obliged to pay or compensate Teacher for work performed during such period and District may deduct any of that paid to Teacher attributable to such period from any other monies owed to Teacher by District. In the sole discretion of the District, Teacher may be paid at a substitute teacher rate for the maximum number of days as permitted by law.

3. District agrees to pay Teacher a salary of \$«Rounded Total» for the 2025-2026 school year. In the event there is a difference between the salary amount stated here and the amount in the District salary schedule, the salary schedule shall govern. Teacher shall also receive performance pay if Teacher qualifies for such pay in accordance with the District's Performance Pay Plan, subject to any reduction in Classroom Site Funding as described in paragraph 5 below. The amount of performance pay and the method and timing of payment of performance pay shall be as specified in the District's Performance Pay Plan. Teacher shall also receive such fringe benefits as the Governing Board approves for this fiscal year. If eligible, Teacher shall receive supplemental pay stipends or additional pay as expressly authorized by the Governing Board pursuant to Governing Board policy or specific Board action.

4. Pursuant to A.R.S. § 15-977 and provisions of the Classroom Site Fund, the District may or may not receive funds to support supplements to Teacher's Base Salary. Teacher expressly acknowledges that total pay will depend upon allocation of the Classroom Site Funds, amount of Classroom Site Funds received, if any, and employee eligibility. Payments associated with the Classroom Site Fund may be paid only if the balance in the applicable Site Fund account is sufficient to support the payment.

5. Teacher acknowledges and agrees that at any time after execution of this contract, the Base Salary specified in paragraph 3 above may be reduced by an amount not to exceed ten percent (10%) of Teacher's salary if any of the following occurs: 1) the District's Base Support Level, Revenue Control Limit, or General Budget Limit authorized for the 2025-2026 fiscal year is less or becomes less than that authorized at the beginning of the 2024-2025 fiscal year; 2) the District fails to receive or be authorized to use funds during the 2025-2026 fiscal year in the amount initially budgeted for such year; 3) the District does not receive funds or is not authorized to use funds (federal or otherwise) that the District anticipates receiving for use in the 2025-2026 fiscal year. Teacher shall be given not fewer than ten (10) calendar days' notice of any reduction in Base Salary that occurs as a result of this paragraph.

6. District reserves the right, as part of a salary reduction to decrease Teacher's salary by furloughing Teacher for up to thirteen (13) days. Teacher will not be required to perform any duties on any days of furlough and will receive no compensation for such days. Teacher may not use paid sick leave or other paid leave time on such furlough days.

7. If the Base Support Level funding that is made available to the District by the Legislature's budget for 2025-2026 is more than was assumed in the revenue projection in the preliminary budget; if the District receives additional funds that may be apportioned towards salaries and employee related expenses from whatever source; and/or if through cost savings, the District has more funds than expected in the budget that may be apportioned toward salaries and if the Board, in its sole discretion agrees to allocate such funds towards salaries and employee related expenses, the Board may do so in the following manner: The Board may, in its sole discretion, increase Teacher's base salary by an amount as determined by the Board, but not to exceed fifteen percent (15%) of Teacher's base salary or may make a one-time allocation of funds to Teacher in an amount as determined by the Board to supplement Teacher's base salary during the fiscal year. The one-time payment may be paid to Teacher in a single payment or in multiple payments at such times as may serve the best financial needs of the District. Teacher must be currently employed by the District, at the time of Governing Board approval, to receive any increase.

8. If the District is the recipient of results-based funding pursuant to A.R.S. § 15-249.08, the District may distribute additional pay to Teacher in compliance with that statute and as determined by the Governing Board, in its discretion.

9. This contract is conditioned upon the school or other work location to which Teacher is assigned remaining open and in full operation for the entire term of the contract. In the event that, pursuant to court order, lack of appropriated or available funds or for any other reason beyond the control of the District, either the assigned school or other work location is not open in operation for the full contract term or school operations are suspended or reduced below the anticipated level, there may be a pro rata reduction of compensation under this contract corresponding to the portion of the contract term that suspended or reduced school district operations requiring suspension or reduction of the services of the Teacher.

10. Teacher warrants the truth of all representations and statements made by Teacher to District in connection with Teacher's employment. Any breach of this warranty may be grounds for termination of employment.

11. Pursuant to A.R.S. § 15-550, if Teacher is arrested for or charged with any non-appealable offense listed in A.R.S. § 41-1858.03(B), Teacher shall immediately report the arrest or charge to Teacher's supervisor. Failure to do so shall result in immediate dismissal.

12. Pursuant to A.R.S. § 15-538.02, the Governing Board may dismiss a Teacher who holds a teaching intern certificate, an emergency teaching certificate or another type of nonstandard certificate that is valid for one (1) year or less that without complying with the requirements of A.R.S. §§ 15-537, 15-538, or 15-541. Such dismissal shall be effective ten (10) working days after delivery of the notice of dismissal to the Teacher.

13. Teacher agrees to teach such grade(s), or subjects as the Teacher may be assigned to teach, and to perform such other duties as may be assigned. Teacher agrees to abide by and be subject to the District's policies, regulations and rules as are in effect or may be amended during the term of this contract.

14. Teacher shall be evaluated through the use of an evaluation system and instrument adopted and approved pursuant to A.R.S. § 15-537. The parties acknowledge and agree that the District's evaluation system may be amended from time to time during the term of this contract.

15. Pursuant to A.R.S. § 15-545, any Teacher resignation without prior Governing Board approval shall be deemed to be an unprofessional act. Teacher recognizes that the District will incur expenses of securing a replacement and possible costs for a substitute in the event that the teacher does not fulfill his/her obligations under the contract. In the event that the teacher fails to report to his/her assignment or resigns from employment with the District, effective prior to the end of the term of this contract, employee agrees to pay the District the amount of \$750 if contract is broken between May 1 and June 30; \$1,250 if contract is broken July 1 or after as liquidated damages, and not as a penalty. This payment may be waived if the employee's non-performance results from circumstances beyond his/her control or from an agreement for a resignation in lieu of dismissal. The District may withhold all or any part of these liquidated damages from any amount payable to the Teacher after receipt of the resignation or a failure to report for duty, and may take any action, including filing suit, to collect the liquidated damages. Teacher shall reimburse the District for any collection fees, attorney fees, court costs or other reasonable expenses incurred by the District to collect the amount owed as liquidated damages.

16. If Teacher participates in District's classroom-based preparation program approved by the State Board of Education under A.R.S. 15-553, Teacher agrees to complete assigned work and attend training sessions in order to remain in good standing in the District's classroom-based preparation program. Teacher's failure to maintain good standing in District's classroom-based preparation program constitutes breach of contract by the Teacher subject to discipline as provided by District policy.

17. Should Teacher believe there is a mistake in Teacher's salary resulting in Teacher receiving less than what Teacher would be entitled under the salary schedule, the Teacher shall have thirty (30) working days from initiating performance of duties under the contract to notify District of mistake. If Teacher does not notify district within these thirty (30) days, Teacher waives right to additional amounts under current contract. If the Teacher has received more money than the Teacher is entitled for work performed, the Teacher shall, at the District's option (a) immediately repay any amount erroneously paid to the Teacher or (b) allow the District to reduce future payments to the Teacher to make up for any amount erroneously paid. This remedy shall be in addition to any other remedy to which the District is entitled under policy or law.

18. To the extent appropriate for the occasion and as part of the compensation, the District may provide incidental food and beverages at mandatory staff meetings, including in-services and staff development activities/trainings, in order to foster good working relations and encourage and reward staff participation.

19. This contract is subject to cancellation pursuant to A.R.S. § 38-511.

20. The entire agreement between the parties shall consist of this contract, District's salary schedule, the District's performance pay plan, approved supplemental pay and such fringe benefits as the Governing Board approves for this fiscal year. Any prior or contemporaneous agreements, whether written or oral, are superseded by the execution of this contract. Any subsequent amendment or addendum to this contract must be in writing and signed by both parties.

21. If Teacher has retired with the Arizona State Retirement System and returned to work, teacher's employment is not subject to annual renewal and other provisions of Title 15 as specified in A.R.S. § 38-766.01. Teacher shall not accrue credited service, retirement benefits or long term disability program benefits under either state law or by District policy.

22. This contract must be received by the District Office Human Resources Department within fifteen (15) business days from the date of Teacher's receipt of the written contract or the offer is revoked. Receipt will be deemed to have occurred when the written contract is personally delivered, placed in Teacher's school-provided mailbox, including electronic mail, or two (2) days after being placed in a United States Postal Service mailbox. If the contract is returned and includes terms in addition to the terms of contract offered by the board or is not returned within the fifteen (15) business days, under accordance with the provisions of A.R.S. §15-536 and/or A.R.S. §15-538.01, this contract shall be null and void.

23. This contract shall be governed by the laws of the United States and the State of Arizona, together with District policies, rules, and regulations now in force or as they may be modified. Teacher agrees that the Arizona State and Federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.

24. Payroll Payment Election: Teachers who work less than twelve (12) months per year may be paid over twelve (12) months. This is called "annualized compensation." Annualized compensation gives Employee income during the summer months. Due to IRS regulations, Employee must make a written election to receive annualized compensation. Employee shall initial selection. ***If Teacher fails to return this election before Teacher begins work for the school year, the District will not annualize Teacher's compensation. Pay option may not be changed during the term of this contract.***

**Failure to make this election before work begins for the school year, will result in payment election defaulting to Option B.**

**Please *initial* your election:**

\_\_\_\_\_ OPTION A: 1/26<sup>th</sup> of annual salary biweekly throughout the school year with balance paid in one lump sum at the end of the contract.

\_\_\_\_\_ OPTION B: 1/21<sup>st</sup> of annual salary biweekly throughout the school year for all contract days.

By signing this contract, Teacher acknowledges reading this contract and specifically agrees to comply with all terms in the contract.

**TEACHER'S SIGNATURE**

\_\_\_\_\_

**DATE** \_\_\_\_\_

**GOVERNING BOARD SIGNATURES**

**DATE** \_\_\_\_\_

\_\_\_\_\_ Board President

\_\_\_\_\_ Member

\_\_\_\_\_ Member

M&O\*: \$«MO»  
P301\*: \$ «P301\_4690»  
Longevity: \$ «Longevity»  
Endorsements/AEPA: \$ «Total\_Endors»  
Total Contract: \$«Rounded\_total»  
Grandfathered YRS of SVC Included in Total:  
\*or Equivalent Funding

NAME: «Last\_Name\_First\_Name»  
FTE: «FTE»  
STEP LESS: «Grade»/«Level»

ENDORSEMENTS/AEPA:  
«Endorsments»

DATE ISSUED: \_\_\_\_\_, 2025

DATE RETURNED TO D.O. /INITIALS

**OSBORN SCHOOL DISTRICT #8  
TEACHER'S EMPLOYMENT CONTRACT (Terminating)**

This contract is entered into by Osborn Elementary School District No. 8 ("District") and \_«Last\_Name\_First\_Name»\_ ("Teacher").

1. District agrees to employ Teacher for «Days»\_days during fiscal year 2025-2026, commencing on «StartDate» and ending on «EndDate». The contract year for Teacher shall be in accordance with the official calendar adopted by the Governing Board. If, however, an emergency or other circumstance as determined and declared by the Governing Board or its authorized designee delays the opening or requires the closing of the schools, the period of time covered by the employment contracts shall be extended so as to maintain open schools for the number of days required by the employment contracts without additional compensation to Teacher.
2. **The term of this contract is for a term that will expire at the end of the 2025-2026 instructional year. The Governing Board hereby provides Teacher with notice of its intention not to renew the teaching contract for the 2025-2026 instructional year pursuant to A.R.S. §15-536. Teacher's acceptance of this contract constitutes acceptance of notice of intention and not to reemploy during the 2025-2026 school year.**
3. Teacher's employment is conditioned upon the possession at all times of a valid Arizona teacher's certificate for the position being offered and upon the satisfactory completion of any and all background checks and fingerprint clearances that may be required. Teacher agrees to be appropriately certified in all assigned core academic subjects or as otherwise required by law and to hold all requisite endorsements by the commencement date of this contract. Teacher understands and agrees that Teacher is not entitled to compensation for any period during which such fingerprint clearance, certificate(s) and/or endorsement(s) and/or approved area(s) is/are not maintained and in effect; and in addition to any other remedies to which the District may be entitled, District shall not be obliged to pay or compensate Teacher for work performed during such period and District may deduct any of that paid to Teacher attributable to such period from any other monies owed to Teacher by District. In the sole discretion of the District, Teacher may be paid at a substitute teacher rate for the maximum number of days as permitted by law.
4. District agrees to pay Teacher a salary of \$«Rounded\_total» for the 2025-2026 school year. In the event there is a difference between the salary amount stated here and the amount in the District salary schedule, the salary schedule shall govern. Teacher shall also receive performance pay if Teacher qualifies for such pay in accordance with the District's Performance Pay Plan, subject to any reduction in Classroom Site Funding as described in paragraph 4 below. The amount of performance pay and the method and timing of payment of performance pay shall be as specified in the District's Performance Pay Plan. Teacher shall also receive such fringe benefits as the Governing Board approves for this fiscal year. If eligible, Teacher shall receive supplemental pay stipends or additional pay as expressly authorized by the Governing Board pursuant to Governing Board policy or specific Board action.
5. Pursuant to A.R.S. § 15-977 and provisions of the Classroom Site Fund, the District may or may not receive funds to support supplements to Teacher's Base Salary. Teacher expressly acknowledges that total pay will depend upon allocation of the Classroom Site Funds, amount of Classroom Site Funds received, if any, and employee eligibility. Payments associated with the Classroom Site Fund may be paid only if the balance in the applicable Site Fund account is sufficient to support the payment.
6. Teacher acknowledges and agrees that at any time after execution of this contract, the Base Salary specified in paragraph 3 above may be reduced by an amount not to exceed ten percent (10%) of Teacher's salary if any of the following occurs: 1) the District's Base Support Level, Revenue Control Limit, or General Budget Limit authorized for the 2025-2026 fiscal year is less or becomes less than that authorized at the beginning of the 2024-2025 fiscal year; 2) the District fails to receive or be authorized to use funds during the 2025-2026 fiscal year in the amount initially budgeted for such year; 3) the District does not receive funds or is not authorized to use funds (federal or otherwise) that the District anticipates receiving for use in the 2025-2026 fiscal year. Teacher shall be given not fewer than ten (10) calendar days' notice of any reduction in Base Salary that occurs as a result of this paragraph.
7. District reserves the right, as part of a salary reduction to decrease Teacher's salary by furloughing Teacher for up to thirteen (13) days. Teacher will not be required to perform any duties on any days of furlough and will receive no compensation for such days. Teacher may not use paid sick leave or other paid leave time on such furlough days.
8. If the Base Support Level funding that is made available to the District by the Legislature's budget for 2025-2026 is more than was assumed in the revenue projection in the preliminary budget; if the District receives additional funds that may be apportioned towards salaries and employee related expenses from whatever source; and/or if through cost savings, the District has more funds than expected in the budget that may be apportioned toward salaries and if the Board, in its sole discretion agrees to allocate such funds towards salaries and employee related expenses, the Board may do so in the following manner: The Board may, in its sole discretion, increase Teacher's base salary by an amount as determined by the Board, but not to exceed fifteen percent (15%) of Teacher's base salary or may make a one-time allocation of funds to Teacher in an amount as determined by the Board to supplement Teacher's base salary during the fiscal year. The one-time payment may be paid to Teacher in a single payment or in multiple payments at such times as may serve the best financial needs of the District. Teacher must be currently employed by the District, at the time of Governing Board approval, to receive any increase.
9. If the District is the recipient of results-based funding pursuant to A.R.S. § 15-249.08, the District may distribute additional pay to Teacher in compliance with that statute and as determined by the Governing Board, in its discretion.
10. This contract is conditioned upon the school or other work location to which Teacher is assigned remaining open and in full operation for the entire term of the contract. In the event that, pursuant to court order, lack of appropriated or available funds or for any other reason beyond the control of the District, either the assigned school or other work location is not open in operation for the full contract term or school operations are suspended or reduced below the anticipated level, there may be a pro rata reduction of compensation under this contract corresponding to the portion of the contract term that suspended or reduced school district operations requiring suspension or reduction of the services of the Teacher.

11. Teacher warrants the truth of all representations and statements made by Teacher to District in connection with Teacher's employment. Any breach of this warranty may be grounds for termination of employment.
12. Pursuant to A.R.S. § 15-550, if Teacher is arrested for or charged with any non-appealable offense listed in A.R.S. § 41-1858.03(B), Teacher shall immediately report the arrest or charge to Teacher's supervisor. Failure to do so shall result in immediate dismissal.
13. Pursuant to A.R.S. § 15-538.02, the Governing Board may dismiss a Teacher who holds a teaching intern certificate, an emergency teaching certificate or another type of nonstandard certificate that is valid for one (1) year or less that without complying with the requirements of A.R.S. §§ 15-537, 15-538, or 15-541. Such dismissal shall be effective ten (10) working days after delivery of the notice of dismissal to the Teacher.
14. Teacher agrees to teach such grade(s), or subjects as the Teacher may be assigned to teach, and to perform such other duties as may be assigned. Teacher agrees to abide by and be subject to the District's policies, regulations and rules as are in effect or may be amended during the term of this contract.
15. Teacher shall be evaluated through the use of an evaluation system and instrument adopted and approved pursuant to A.R.S. § 15-537. The parties acknowledge and agree that the District's evaluation system may be amended from time to time during the term of this contract.
16. Pursuant to A.R.S. § 15-545, any Teacher resignation without prior Governing Board approval shall be deemed to be an unprofessional act. Teacher recognizes that the District will incur expenses of securing a replacement and possible costs for a substitute in the event that the teacher does not fulfill his/her obligations under the contract. In the event that the teacher fails to report to his/her assignment or resigns from employment with the District, effective prior to the end of the term of this contract, employee agrees to pay the District the amount of \$750 if contract is broken between May 1 and June 30; \$1,250 if contract is broken July 1 or after as liquidated damages, and not as a penalty. This payment may be waived if the employee's non-performance results from circumstances beyond his/her control or from an agreement for a resignation in lieu of dismissal. The District may withhold all or any part of these liquidated damages from any amount payable to the Teacher after receipt of the resignation or a failure to report for duty, and may take any action, including filing suit, to collect the liquidated damages. Teacher shall reimburse the District for any collection fees, attorney fees, court costs or other reasonable expenses incurred by the District to collect the amount owed as liquidated damages.
17. If Teacher participates in District's classroom-based preparation program approved by the State Board of Education under A.R.S. 15-553, Teacher agrees to complete assigned work and attend training sessions in order to remain in good standing in the District's classroom-based preparation program. Teacher's failure to maintain good standing in District's classroom-based preparation program constitutes breach of contract by the Teacher subject to discipline as provided by District policy.
18. Should Teacher believe there is a mistake in Teacher's salary resulting in Teacher receiving less than what Teacher would be entitled under the salary schedule, the Teacher shall have thirty (30) working days from initiating performance of duties under the contract to notify District of mistake. If Teacher does not notify district within these thirty (30) days, Teacher waives right to additional amounts under current contract. If the Teacher has received more money than the Teacher is entitled for work performed, the Teacher shall, at the District's option (a) immediately repay any amount erroneously paid to the Teacher or (b) allow the District to reduce future payments to the Teacher to make up for any amount erroneously paid. This remedy shall be in addition to any other remedy to which the District is entitled under policy or law.
19. To the extent appropriate for the occasion and as part of the compensation, the District may provide incidental food and beverages at mandatory staff meetings, including in-services and staff development activities/trainings, in order to foster good working relations and encourage and reward staff participation.
20. This contract is subject to cancellation pursuant to A.R.S. § 38-511.
21. The entire agreement between the parties shall consist of this contract, District's salary schedule, the District's performance pay plan, approved supplemental pay and such fringe benefits as the Governing Board approves for this fiscal year. Any prior or contemporaneous agreements, whether written or oral, are superseded by the execution of this contract. Any subsequent amendment or addendum to this contract must be in writing and signed by both parties.
22. If Teacher has retired with the Arizona State Retirement System and returned to work, teacher's employment is not subject to annual renewal and other provisions of Title 15 as specified in A.R.S. § 38-766.01. Teacher shall not accrue credited service, retirement benefits or long term disability program benefits under either state law or by District policy.
23. This contract shall be governed by the laws of the United States and the State of Arizona, together with District policies, rules, and regulations now in force or as they may be modified. Teacher agrees that the Arizona State and Federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.
24. This contract must be received by the District Office Human Resources Department within fifteen (15) business days from the date of Teacher's receipt of the written contract or the offer is revoked. Receipt will be deemed to have occurred when the written contract is personally delivered, placed in Teacher's school-provided mailbox, including electronic mail, or two (2) days after being placed in a United States Postal Service mailbox. If the contract is returned and includes terms in addition to the terms of contract offered by the board or is not returned within the fifteen (15) business days, under accordance with the provisions of A.R.S. §15-536 and/or A.R.S. §15-538.01, this contract shall be null and void.
25. **Payroll Payment Election:** Teachers who work less than twelve (12) months per year may be paid over twelve (12) months. This is called "annualized compensation." Annualized compensation gives Employee income during the summer months. Due to IRS regulations, Employee must make a written election to receive annualized compensation. Employee shall initial selection. ***If Teacher fails to return this election before Teacher begins work for the school year, the District will not annualize Teacher's compensation. Pay option may not be changed during the term of this contract.***

**Failure to make this election before work begins for the school year, will result in payment election defaulting to Option B.**

Please *initial* your election:

\_\_\_\_\_ **OPTION A: 1/26<sup>th</sup> of annual salary biweekly throughout the school year with balance paid in one lump sum at the end of the contract.**

\_\_\_\_\_ **OPTION B: 1/21<sup>st</sup> of annual salary biweekly throughout the school year for all contract days.**

**By signing this contract, Teacher acknowledges reading this contract and specifically agrees to comply with all terms in the contract.**

**TEACHER'S SIGNATURE**

DATE \_\_\_\_\_

\_\_\_\_\_

**GOVERNING BOARD SIGNATURES**

DATE \_\_\_\_\_

\_\_\_\_\_ Board President

\_\_\_\_\_ Member

\_\_\_\_\_ Member

**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number –IX-B**

**Agenda Item**

**Recommendation to approve contract language and issue 2025-26 Support  
Professionals, Classified Exempt and Administrator Contracts**

For Board:     Action                       Discussion                       Information

**Background –**

Administration is recommending issuing Support Professional (Therapists, Psychologists, Social Workers, RN), Classified Exempt and Administrative contracts at current salary amounts. The Budget Committee will be meeting to discuss salary and expenditure recommendations for FY 26 while we await the final FY 26 funding levels from the State Legislature.

If final FY26 state funding levels allow for salary increases, those recommendations will be brought to the board for authorization and contract amendment letters will be issued to staff.

**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 issuing 2025-26 SY Support Professionals, Classified Exempt and Administrative contracts.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ P/F



DATE ISSUED: \_\_\_\_\_, 2025

NAME: «Name\_Last\_First»

FTE: «FTE».00

GRADE: Psychologist

Longevity: «Longevity»

JOB TITLE: «Primary\_Job\_Title»

TOTAL CONTRACT: \$«ROUNDED\_TOTAL»

\_\_\_\_\_  
DATE RETURNED TO D.O. /INITIALS

**OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8  
CONTRACT FOR OTHER PROFESSIONAL SERVICES**

1. This contract made and entered into as of its day of execution hereinafter set forth, between OSBORN ELEMENTARY SCHOOL DISTRICT #8 (Maricopa County, Arizona) acting through its Governing Board (hereinafter referred to as "District") and «Name Last First», hereinafter referred to as "Employee". The employee will devote their full-time attention to the duties of «Primary Job Title» and such other duties in the Osborn Elementary School District as the Governing Board or Superintendent of the School District may assign and in accordance with all of the policies, rules, regulations, and standards prescribed with the District, by the State Board of Education, or by law, throughout the term of this contract.

2. Employee understands and agrees that Employee is not entitled to compensation for any period during which such fingerprint clearance, certificate(s) and/or endorsement(s) and/or approved area(s) is/are not maintained and in effect as required; and in addition to any other remedies to which the District may be entitled, District shall not be obliged to pay or compensate Employee for work performed during such period and District may deduct any of that paid to Employee attributable to such period from any other monies owed to Employee by District.

3. The Employee agrees to perform such duties in the public elementary schools of OSBORN ELEMENTARY SCHOOL DISTRICT #8 as the Governing Board, Superintendent or Principal or School District may assign to said Employee and to abide by all State and Federal Laws, and all policies, rules, regulations and standards of the District and of the Arizona State Board of Education. In consideration of said services rendered, the District agrees to pay the employee \$«ROUNDED\_TOTAL» for the 2025-2026 school year.

4. Employee shall receive benefits (such as but not limited to paid leave, vacation, legal holidays and other benefits) in accordance with his or her employment status (i.e. part time, retired, ten month, or twelve month, certificated or support staff) and pursuant to the applicable Governing Board Policies. If eligible, Employee shall receive supplemental pay stipends or additional pay as expressly authorized by the Governing Board pursuant to Governing Board policy or specific Board action.

5. The above salary is based on an estimate of available budget funds made prior to finalization of the District's budget for the coming year, under A.R.S. 15-901, et seq. The above salary is subject to the condition that funding to the School District, as provided in the Arizona Revised Statutes or otherwise, is not reduced. In the event that the estimate of funds proves to be too high or funding is reduced and/or not appropriated or available from the State, federal government, or any other source (including but not limited to grant funding), then the Governing Board may, in its discretion, reduce salaries or reduce the number of Employees. Employee's salary is contingent upon final approval of the 2025-2026 budget as required by Arizona Law (ARS 15-905).

6. Employee agrees that any time after the execution of this contract, the Base Salary specified above may be reduced by an amount not to exceed ten percent (10%) if any of the following occurs: 1) the District's Base Support Level, Revenue Control Limit, or General Budget Limit authorized for the 2025-2026 fiscal year is less or becomes less than that authorized at the beginning of the 2024-2025 fiscal year; 2) the District fails to receive or be authorized to use funds during the 2025-2026 fiscal year in the amount initially budgeted for such year; or 3) the District does not receive funds or is not authorized to use funds (federal or otherwise) the District anticipates receiving for use in the 2025-2026 fiscal year. Employee shall be given not fewer than ten (10) calendar days' notice of any reduction in Base Salary that occurs as a result of this paragraph.

7. District reserves the right, as part of a salary reduction to decrease employee's salary by furloughing employee for up to thirteen (13) days. Employee will not be required to perform any duties on any days of furlough and will receive no compensation for such days. Employee may not use paid sick leave or other paid leave time on such furlough days.

8. If the District is the recipient of results based funding pursuant to A.R.S. § 15-249.08 and Employee is eligible, the District may distribute additional pay to Employee in compliance with that statute and as determined by the Governing Board, in its discretion.

9. To the extent appropriate for the occasion and as part of the compensation, the District may provide incidental food and beverages at mandatory staff meetings, including in-services and staff development activities/trainings, in order to foster good working relations and encourage and reward staff participation.

10. This contract is conditioned upon the school or other work location to which Professional is assigned remaining open and in full operation for the entire term of the contract. In the event that, pursuant to court order, lack of appropriated funds or for any other reason beyond the control of the District, either the assigned school or other work location is not open in operation for the full contract term or school operations are suspended or reduced below the anticipated level, there may be

a pro rata reduction of compensation under this contract corresponding to the portion of the contract term that suspended or reduced school operations requiring suspension or reduction of the services of the Professional.

11. Pursuant to A.R.S. § 15-538.02, the Governing Board may dismiss an Employee who holds a teaching intern certificate, an emergency teaching certificate or another type of nonstandard certificate that is valid for one (1) year or less that without complying with the requirements of A.R.S. §§ 15-537, 15-538, or 15-541. Such dismissal shall be effective ten (10) working days after delivery of the notice of dismissal to the Employee.

12. If the Employee has retired with the Arizona State Retirement System, Employee acknowledges that the Employee shall not accrue credited service, retirement benefits or long-term disability program benefits pursuant to Article 2.1 of Title 38 for the period the Employee returns to work.

13. If the Base Support Level funding that is made available to the District by the Legislature's budget for 2025-2026 is more than was assumed in the revenue projection in the preliminary budget; if the District receives additional funds that may be apportioned towards salaries and employee related expenses from whatever source; and/or if through cost savings, the District has more funds than expected in the budget that may be apportioned toward salaries and if the Board, in its sole discretion agrees to allocate such funds towards salaries and employee related expenses, the Board may do so in the following manner: The Board may, in its sole discretion, increase Employee's base salary by an amount as determined by the Board, but not to exceed fifteen percent (15%) of Employee's base salary or may make a one-time allocation of funds to Employee in an amount as determined by the Board to supplement Employee's base salary during the fiscal year. The one-time payment may be paid to Employee in a single payment or in multiple payments at such times as may serve the best financial needs of the District. Employee must be currently employed by the District, at the time of Governing Board approval, to receive any increase.

14. This contract is conditioned upon the school or other work location to which Employee is assigned remaining open and in full operation for the entire term of this contract. In the event that, pursuant to court order, lack of appropriated or available funds or for any other reason beyond the control of the District, either the assigned school or other work location is not open in operation for the full contract term or school operations are suspended or reduced below the anticipated level, there shall be a pro rata reduction of compensation under this contract corresponding to the portion of the contract term that suspended or reduced school District operations require suspension or reduction of the services of Employee.

15. Employee represents and warrants that he or she has not committed or been convicted of molestation of a child, sexual conduct with a minor, child abuse or any other dangerous crime against children as defined in A.R.S. § 13-604.01 or any offense described in A.R.S. § 15-534(B). This contract of employment shall immediately terminate and Employee shall be dismissed without any right to a hearing if Employee is arrested for or charged with a non-appealable offense listed in A.R.S. § 41-1758.03(B) and fails to immediately report the arrest or charge to the Employee's supervisor.

16. Pursuant to A.R.S. § 15-545, any Employee resignation without prior Governing Board approval shall be deemed to be an unprofessional act. Employee recognizes that the District will incur expenses of securing a replacement and possible costs for a substitute in the event that the teacher does not fulfill his/her obligations under the contract. In the event that the Employee fails to report to his/her assignment or resigns from employment with the District, effective prior to the end of the term of this contract, Employee agrees to pay the District the amount of \$750 if contract is broken between May 1 and June 30; \$1,250 if contract is broken July 1 or after as liquidated damages, and not as a penalty. This payment may be waived if Employee's non-performance results from circumstances beyond his/her control or from an agreement for a resignation in lieu of dismissal. The District may withhold all or any part of these liquidated damages from any amount payable to the Employee after receipt of the resignation or a failure to report for duty, and may take any action, including filing suit, to collect the liquidated damages. Employee shall reimburse the District for any collection fees, attorney fees, court costs or other reasonable expenses incurred by the District to collect the amount owed as liquidated damages.

17. This contract must be received by the District Office Human Resources Department within fifteen (15) calendar days (thirty (30) days for psychologists) from the date of the employee's receipt of the written contract or the offer is revoked. Receipt will be deemed to have occurred when the written contract is personally delivered, placed in the employee's school provided mailbox, including electronic mail, or two days after being placed in a United States postal service mailbox. If the contract is returned and includes terms in addition to the terms of contract offered by the board or is not returned within the fifteen (15) calendar days (or thirty (30) for psychologists), this contract shall be null and void.

18. THE CONTRACT YEAR for said employee shall be in accordance with the official calendar adopted by the Governing Board except that if an emergency requires the closing of school, the period of this contract shall be extended to the number of days necessary to maintain the schools of the District for the number of days set forth in the said calendar, but in no event less than the minimum of days required by law.

19. This contract shall be governed by the laws of the United States and the State of Arizona, together with District policies, rules, and regulations now in force or as they may be modified. Employee agrees that the Arizona State and Federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.

**20. This contract is subject to cancellation pursuant to A.R.S. § 38-511.**

21. Employees who work less than twelve (12) months per year may be paid over twelve (12) months. This is called "annualized compensation." Annualized compensation gives Employee income during the summer months. Due to IRS regulations, Employee must make a written election to receive annualized compensation. Employee shall initial selection. ***If Employee fails to return this election before Employee begins work for the school year, the District will not annualize Employee's compensation. Pay option may not be changed during the term of this contract.***

**Failure to make this election before work begins for the school year, will result in payment election defaulting to Option B.**

**Please initial your election:**

\_\_\_\_\_ **OPTION A: 1/26<sup>th</sup> of annual salary biweekly throughout the school year with balance paid in one lump sum at the end of the contract.**

\_\_\_\_\_ **OPTION B: 1/21<sup>st</sup> of annual salary biweekly throughout the school year for all contract days.**

Contract to become effective «StartDate» and to expire with the end of business on «EndDate».

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ Board President

\_\_\_\_\_  
Date

\_\_\_\_\_ Member

\_\_\_\_\_ Member

DATE ISSUED: \_\_\_\_\_, 2025

NAME: «Last\_First\_Name»

LOCATION: «Pay\_Location» FTE: «FTE».00

PLACEMENT/LEVEL: «Initial\_Placement»/«Level»

Longevity: «Longevity»

JOB TITLE: «Primary\_Job\_Title»

TOTAL CONTRACT: \$«NEW\_ROUNDED\_TOTAL»

\_\_\_\_\_  
DATE RETURNED TO D.O. /INITIALS

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8  
1226 WEST OSBORN ROAD  
PHOENIX, AZ 85013

### CLASSIFIED EXEMPT CONTRACT

This CONTRACT for 2025/2026 is made and entered into, between OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8 of MARICOPA COUNTY, ARIZONA, acting by and through its Governing Board hereinafter referred to as "School District" and «Last\_First\_Name» hereinafter referred to as "Employee".

1. The Employee being duly qualified, hereby agrees for a period of one year commencing July 1, 2025 through June 30, 2026, to devote Employee's full-time attention to duties as assigned and such other duties in the Osborn Elementary School District as the Governing Board or Superintendent of the School District may assign and in accordance with all of the policies, rules, regulations, and standards prescribed with Osborn Elementary School District, by the State Board of Education, or by law, throughout the term of this contract.

2. Employee understands and agrees that Employee is not entitled to compensation for any period during which such fingerprint clearance, certificate(s) and/or endorsement(s) and/or approved area(s) is/are not maintained and in effect as required; and in addition to any other remedies to which the District may be entitled, District shall not be obliged to pay or compensate Employee for work performed during such period and District may deduct any of that paid to Employee attributable to such period from any other monies owed to Employee by District.

3. In consideration of said services rendered, it is agreed that the salary for the **2025/2026** fiscal contract year shall be \$«NEW\_ROUNDED\_TOTAL», in addition to any fringe benefits provided by District policy and supplemental pay stipends or additional pay as expressly authorized by the Governing Board pursuant to Governing Board policy or specific Board action. The annual salary shall be paid in equal installments in accordance with the policy of the Board governing payment of salary to other members of the professional staff.

4. Employee shall receive benefits (such as but not limited to paid leave, vacation, legal holidays and other benefits) in accordance with his or her employment status (i.e. part time, retired, ten month, or twelve month, certificated or support staff) and pursuant to the applicable Governing Board Policies. If eligible, Employee shall receive supplemental pay stipends or additional pay as expressly authorized by the Governing Board pursuant to Governing Board policy or specific Board action.

5. The above salary is based on an estimate of available budget funds made prior to finalization of the District's budget for the coming year, under A.R.S. 15-901, et seq. The above salary is subject to the condition that funding to the School District, as provided in the Arizona Revised Statutes or otherwise, is not reduced. In the event that the estimate of funds proves to be too high or funding is reduced and/or not appropriated or available from the State, federal government, or any other source (including but not limited to grant funding), then the Governing Board may, in its discretion, reduce salaries or reduce the number of Employees. Employee's salary is contingent upon final approval of the 2025-2026 budget as required by Arizona Law (ARS 15-905).

6. Employee agrees that any time after the execution of this contract, the Base Salary specified above may be reduced by an amount not to exceed ten percent (10%) if any of the following occurs: 1) the District's Base Support Level, Revenue Control Limit, or General Budget Limit authorized for the 2025-2026 fiscal year is less or becomes less than that authorized at the beginning of the 2024-2025 fiscal year; 2) the District fails to receive or be authorized to use funds during the 2025-2026 fiscal year in the amount initially budgeted for such year; or 3) the District does not receive funds or is not authorized to use funds (federal or otherwise) that, as of May 30, 2025, the District anticipates receiving for use in the 2025-2026 fiscal year. Employee shall be given not fewer than ten (10) calendar days' notice of any reduction in Base Salary that occurs as a result of this paragraph.

7. District reserves the right, as part of a salary reduction to decrease employee's salary by furloughing Employee for up to thirteen (13) days. Employee will not be required to perform any duties on any days of furlough and will receive no compensation for such days. Employee may not use paid sick leave or other paid leave time on such furlough days.

8. To the extent appropriate for the occasion and as part of the compensation, the District may provide incidental food and beverages at mandatory staff meetings, including in-services and staff development activities/trainings, in order to foster good working relations and encourage and reward staff participation.

9. Any employee resignation without prior Governing Board approval shall be deemed to be an unprofessional act. Employee recognizes that the District will incur expenses securing a replacement and possible costs for a substitute in the event that the Employee does not fulfill his/her obligations under the contract. In the event that the Employee fails to report to his/her assignment or resigns from employment with the District, effective prior to the end of the term of this contract, Employee agrees to pay the District the amount of \$750 if contract is broken between May 1 and June 30; \$1,250 if contract is broken July 1 or after as liquidated damages, and not as a penalty. This payment may be waived if the Employee's non-performance results from circumstances beyond his/her control or from an agreement for a resignation in lieu of dismissal. The District may withhold all or any part of these liquidated damages from any amount payable to the Employee after receipt of the resignation or failure to report for duty, and may take action, including filing suit, to collect the liquidated damages. Employee shall reimburse the District for any collection fees, attorney fees, court costs or other reasonable expenses incurred by the District to collect the amount owed as liquidated damages.

10. If the Employee has retired with the Arizona State Retirement System, Employee acknowledges that the Employee shall not accrue credited service, retirement benefits or long-term disability program benefits pursuant to Article 2.1 of Title 38 for the period the Employee returns to work.

11. If the Base Support Level funding that is made available to the District by the Legislature's budget for 2025-2026 is more than was assumed in the revenue projection in the preliminary budget; if the District receives additional funds that may be apportioned towards salaries and employee related expenses from whatever source; and/or if through cost savings, the District has more funds than expected in the budget that may be apportioned toward salaries and if the Board, in its sole discretion agrees to allocate such funds towards salaries and employee related expenses, the Board may do so in the following manner: The Board may, in its sole discretion, increase Employee's base salary by an amount as determined by the Board, but not to exceed fifteen percent (15%) of Employee's base salary or may make a one-time allocation of funds to Employee in an amount as determined by the Board to supplement Employee's base salary during the fiscal year. The one-time payment may be paid to Employee or in a single payment or in multiple payments at such times as may serve the best financial needs of the District. Employee must be currently employed by the District, at the time of Governing Board approval, to receive any increase.

12. Should Employee believe there is a mistake in Employee's salary resulting in Employee receiving less than what Employee would be entitled under the salary schedule, the Employee shall have thirty (30) working days from initiating performance of duties under the contract to notify District of mistake. If Employee does not notify district within these thirty (30) days, Employee waives right to additional amounts under current contract. If the Employee has received more money than the Employee is entitled for work performed, the Employee shall, at the District's option (a) immediately repay any amount erroneously paid to the Employee or (b) allow the District to reduce future payments to the Employee to make up for any amount erroneously paid. This remedy shall be in addition to any other remedy to which the District is entitled under policy or law.

13. This contract is conditioned upon the school or other work location to which Employee is assigned remaining open and in full operation for the entire term of this contract. In the event that, pursuant to court order, lack of appropriated or available funds or for any other reason beyond the control of the District, either the assigned school or other work location is not open in operation for the full contract term or school operations are suspended or reduced below the anticipated level, there shall be a pro rata reduction of compensation under this contract corresponding to the portion of the contract term that suspended or reduced school District operations require suspension or reduction of the services of Employee.

14. Employee represents and warrants that he or she has not committed or been convicted of molestation of a child, sexual conduct with a minor, child abuse or any other dangerous crime against children as defined in A.R.S. § 13-604.01 or any offense described in A.R.S. § 15-534(B). This contract of employment shall immediately terminate and Employee shall be dismissed without any right to a hearing if Employee is arrested for or charged with a non-appealable offence listed in A.R.S. § 41-1758.03(B) and fails to immediately report the arrest or charge to the Employee's supervisor.

15. This contract is subject to cancellation pursuant to A.R.S. § 38-511.

16. The entire agreement between the parties shall consist of this contract, District's salary schedule, the District's performance pay plan, approved supplemental pay and such fringe benefits as the Governing Board approves for this fiscal year. Any prior or contemporaneous agreements, whether written or oral, are superseded by the execution of this contract. Any subsequent amendment or addendum to this contract must be in writing and signed by both parties.

17. This contract shall be governed by the laws of the United States and the State of Arizona, together with District policies, rules, and regulations now in force or as they may be modified. Employee agrees that the Arizona State and Federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.

18. This contract must be received by the District Office Human Resources Department within fifteen (15) calendar days from the date of the employee's receipt of the written contract or the offer is revoked. Receipt will be deemed to have occurred when the written contract is personally delivered, placed in the employee's school provided mailbox, including electronic mail, or two days after being placed in a United States postal service mailbox. If the contract is returned and includes terms in addition to the terms of contract offered by the board or is not returned within fifteen (15) calendar days, this Contract shall be null and void.

Contract to become effective July 1, 2025 and expires with the end of business on June 30, 2026.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

GOVERNING BOARD SIGNATURES

\_\_\_\_\_ Board President

\_\_\_\_\_  
Date

\_\_\_\_\_ Member

\_\_\_\_\_ Member

DATE ISSUED: \_\_\_\_\_, 2025

NAME: «Last\_First\_Name»

FTE: «FTE».00

PLACEMENT: «Initial\_Placement»

Longevity: \$«Longevity»

JOB TITLE: «Primary\_Job\_Title»

TOTAL CONTRACT: \$«NEW\_ROUNDED\_TOTAL»

\_\_\_\_\_  
DATE RETURNED TO D.O. /INITIALS

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8  
1226 WEST OSBORN ROAD  
PHOENIX, AZ 85013

### ADMINISTRATIVE CONTRACT

THIS CONTRACT for 2025/2026 is made and entered into, between OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8 of MARICOPA COUNTY, ARIZONA, acting by and through its Governing Board hereinafter referred to as "School District", and «Last First Name» hereinafter referred to as "Administrator".

1. The Administrator being duly qualified, hereby agrees for a period of one year commencing July 1, 2025 through June 30, 2026 to devote Administrator's full-time attention to the duties of «**Primary\_Job\_Title**» and such other duties in the Osborn Elementary School District as the Governing Board or Superintendent of the School District may assign and in accordance with all of the policies, rules, regulations, and standards prescribed with Osborn Elementary School District, by the State Board of Education, or by law, throughout the term of this contract.

2. Administrator understands and agrees that Administrator is not entitled to compensation for any period during which such fingerprint clearance, certificate(s) and/or endorsement(s) and/or approved area(s) is/are not maintained and in effect as required; and in addition to any other remedies to which the District may be entitled, District shall not be obliged to pay or compensate Administrator for work performed during such period and District may deduct any of that paid to Administrator attributable to such period from any other monies owed to Administrator by District.

3. In consideration of said services rendered, it is agreed that the salary for the **2025/2026** fiscal contract year shall be \$«**Total**» in addition to any fringe benefits provided by District policy and supplemental pay stipends or additional pay as expressly authorized by the Governing Board pursuant to Governing Board policy or specific Board action. The annual salary shall be paid in equal installments in accordance with the policy of the Board governing payment of salary to other members of the professional staff.

4. Administrator shall receive benefits (such as but not limited to paid leave, vacation, legal holidays and other benefits) in accordance with his or her employment status (i.e. part time, retired, ten month, or twelve month, certificated or support staff) and pursuant to the applicable Governing Board Policies. If eligible, Administrator shall receive supplemental pay stipends or additional pay as expressly authorized by the Governing Board pursuant to Governing Board policy or specific Board action.

5. The above salary is based on an estimate of available budget funds made prior to finalization of the District's budget for the coming year, under A.R.S. 15-901, et seq. The above salary is subject to the condition that funding to the School District, as provided in the Arizona Revised Statutes or otherwise, is not reduced. In the event that the estimate of funds proves to be too high or funding is reduced and/or not appropriated or available from the State, federal government, or any other source (including but not limited to grant funding), then the Governing Board may, in its discretion, reduce salaries or reduce the number of administrators. Administrator's salary is contingent upon final approval of the 2025-2026 budget as required by Arizona Law (ARS 15-905).

6. Administrator agrees that any time after the execution of this contract, the Base Salary specified above may be reduced by an amount not to exceed ten percent (10%) if any of the following occurs: 1) the District's Base Support Level, Revenue Control Limit, or General Budget Limit authorized for the 2025-2026 fiscal year is less or becomes less than that authorized at the beginning of the 2024-2025 fiscal year; 2) the District fails to receive or be authorized to use funds during the 2025-2026 fiscal year in the amount initially budgeted for such year; or 3) the District does not receive funds or is not authorized to use funds (federal or otherwise) that, as of May 30, 2025, the District anticipates receiving for use in the 2025-2026 fiscal year. Administrator shall be given not fewer than ten (10) calendar days notice of any reduction in Base Salary that occurs as a result of this paragraph.

7. District reserves the right, as part of a salary reduction to decrease Administrator's salary by furloughing Administrator for up to thirteen (13) days. Administrator will not be required to perform any duties on any days of furlough and will receive no compensation for such days. Administrator may not use paid sick leave or other paid leave time on such furlough days.

8. Any Administrative resignation without prior Governing Board approval shall be deemed to be an unprofessional act. Administrator recognizes that the District will incur expenses of securing a replacement and possible costs for a substitute in the event that the Administrator does not fulfill his/her obligations under the contract. In the event that the Administrator fails to report to his/her assignment or resigns from employment with the District, effective prior to the end of the term of this contract, Administrator agrees to pay the District the amount of \$750 if contract is broken between May 1 and June 30; \$1,250 if contract is broken July 1 or after as liquidated damages, and not as a penalty. This payment may be waived if the Administrator's non-performance results from circumstances beyond his/her control or from an agreement for a resignation in lieu of dismissal. The District may withhold all or any part of these liquidated damages from any amount payable to the Administrator after receipt of the resignation or a failure to report for duty, and may take any action, including filing suit, to collect the liquidated damages. Administrator shall reimburse the District for any collection fees, attorney fees, court costs or other reasonable expenses incurred by the District to collect the amount owed as liquidated damages.

9. Administrator shall be evaluated through the use of an evaluation system and instrument adopted and approved pursuant to A.R.S. § 15-503. The parties acknowledge and agree that the District's evaluation system and instrument may be amended from time to time during the term of this contract.

10. To the extent appropriate for the occasion and as part of the compensation, the District may provide incidental food and beverages at mandatory staff meetings, including in-services and staff development activities/trainings, in order to foster good working relations and encourage and reward staff participation.

11. If the Administrator has retired with the Arizona State Retirement System, Administrator acknowledges that the Administrator shall not accrue credited service, retirement benefits or long-term disability program benefits pursuant to Article 2.1 of Title 38 for the period the Administrator returns to work.

12. If the Base Support Level funding that is made available to the District by the Legislature's budget for 2025-2026 is more than was assumed in the revenue projection in the preliminary budget; if the District receives additional funds that may be apportioned towards salaries and employee related expenses from whatever source; and/or if through cost savings, the District has more funds than expected in the budget that may be apportioned toward salaries and if the Board, in its sole discretion agrees to allocate such funds towards salaries and employee related expenses, the Board may do so in the following manner: The Board may, in its sole discretion, increase Administrator's base salary by an amount as determined by the Board, but not to exceed fifteen percent (15%) of Administrator's base salary or may make a one-time allocation of funds to Administrator in an amount as determined by the Board to supplement Administrator's base salary during the fiscal year. The one-time payment may be paid to Administrator in a single payment or in multiple payments at such times as may serve the best financial needs of the District. Administrator must be currently employed by the District, at the time of Governing Board approval, to receive any increase.

13. Should Administrator believe there is a mistake in Administrator's salary resulting in Administrator receiving less than what Administrator would be entitled under the salary schedule, the Administrator shall have thirty (30) working days from initiating performance of duties under the contract to notify District of mistake. If Administrator does not notify district within these thirty (30) days, Administrator waives right to additional amounts under current contract. If the Administrator has received more money than the Administrator is entitled for work performed, the Administrator shall, at the District's option (a) immediately repay any amount erroneously paid to the Administrator or (b) allow the District to reduce future payments to the Administrator to make up for any amount erroneously paid. This remedy shall be in addition to any other remedy to which the District is entitled under policy or law.

14. This contract is conditioned upon the school or other work location to which Administrator is assigned remaining open and in full operation for the entire term of this contract. In the event that, pursuant to court order, lack of appropriated or available funds or for any other reason beyond the control of the District, either the assigned school or other work location is not open in operation for the full contract term or school operations are suspended or reduced below the anticipated level, there shall be a pro rata reduction of compensation under this contract corresponding to the portion of the contract term that suspended or reduced school District operations require suspension or reduction of the services of Administrator.

15. Administrator represents and warrants that he or she has not committed or been convicted of molestation of a child, sexual conduct with a minor, child abuse or any other dangerous crime against children as defined in A.R.S. § 13-604.01 or any offense described in A.R.S. § 15-534(B). This contract of employment shall immediately terminate and Administrator shall be dismissed without any right to a hearing if Administrator is arrested for or charged with a non-appealable offence listed in A.R.S. § 41-1758.03(B) and fails to immediately report the arrest or charge to the Administrator's supervisor.

16. This contract is subject to cancellation pursuant to A.R.S. § 38-511.

17. The entire agreement between the parties shall consist of this contract, District's salary schedule, the District's performance pay plan, approved supplemental pay and such fringe benefits as the Governing Board approves for this fiscal year. Any prior or contemporaneous agreements, whether written or oral, are superseded by the execution of this contract. Any subsequent amendment or addendum to this contract must be in writing and signed by both parties.



18. This contract shall be governed by the laws of the United States and the State of Arizona, together with District policies, rules, and regulations now in force or as they may be modified. Administrator agrees that the Arizona State and Federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.

19. This contract must be received by the District Office Human Resources Department within thirty (30) calendar days from the date of the Administrator's receipt of the written contract or the offer is revoked. Receipt will be deemed to have occurred when the written contract is personally delivered, placed in the Administrator's school provided mailbox, including electronic mail, or two days after being placed in a United States postal service mailbox. If the contract is returned and includes terms in addition to the terms of contract offered by the Board or is not returned within the thirty (30) calendar days, this contract shall be null and void.

Contract to become effective **July 1, 2025** and expires with the end of business on **June 30, 2026**.

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

**GOVERNING BOARD SIGNATURES**

\_\_\_\_\_ Board President

\_\_\_\_\_  
Date

\_\_\_\_\_ Member

\_\_\_\_\_ Member

**OSBORN SCHOOL DISTRICT NO. 8**

**February 18, 2025**

**Board Meeting**

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

**Agenda Item Number –IX-C**

**Agenda Item**

**Approval of Internet Access & WAN RFPs - ERATE funding**

For Board:  Action       Discussion       Information

**Background –**

Administration is recommending awarding Internet Services RFP # 540M-25A.5 and Wide Area Network Connections RFP # 540M-25A.11 to Cox.

**RFP: (WAN) Wide Area Network:**

Cox’s proposal aligns with our current bandwidth usage and allows for bandwidth increases in future contract years as needed. Cox provides a range of bandwidth options. First year of the five years contract

will be using:

2Gig x 4 schools = \$41,376.00 (Osborn portion is \$413/month)

10 Gig x1 District Office = \$19,896.00 (Osborn portion is \$1,989.60/month)

No construction cost with Cox.

**RFP: Internet Services:**

Cox provided a range of bandwidth from 1 to 100 Gig WAN. The 10 Gig Internet is at \$2180 (Osborn portion is \$218/month)

Another vendor provided a maximum bandwidth range of 25Gig (The RFP specified to have from 10gig and higher; specifically on page 2-9 states that the provider has to provide 40Gig). We potentially want to increase our bandwidth within the next five years to more than 25Gig.

Therefore, IT recommends awarding both WAN and Internet Access RFPs to Cox.

**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 awarding the Internet Services and Wide Area Network RFPs to Cox, utilizing Erate funding.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ P/F

**OSBORN SCHOOL DISTRICT NO. 8  
February 18, 2025  
Board Meeting**

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

**Agenda Item Number –IX-D**

**Agenda Item**

**Second Review and Approval of ASBA Recommended Revisions to IHB-R**

For Board:     Action                     Discussion                     Information

**Background –**

Approval and second reading of ASBA revision to regulation IHB-R

**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 ASBA recommended revisions to IHB-R

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ P/F

Alph Code	Policy Name	Superintendent Notes	Additional Notes
IHB-R	Special Instructional Programs (Identification and Placement of Exceptional Students)	<p>On October 21, 2024, the Arizona State Board of Education (SBE) approved a revision of board rule A.A.C. R7-2-401(G)(4)(A) that is immediately effective. This revision impacts Individualized Education Program (IEP) requirements, particularly in the area of Transition Services, including the inclusion of an estimated graduation date (A.A.C. R7-2-401(G)(4)(A)) and written notification to parents of the anticipated graduation date (A.A.C. R7-2-401(G)(4)(A)(c)(i)). These changes are noted in the appropriate sections of IHB-R.</p>	Approve

## Compare Policy Advisory "IHB-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

### IHB-R ©

#### REGULATION

#### SPECIAL INSTRUCTIONAL PROGRAMS

#### (Identification and Placement of Exceptional Students)

This detailed administrative regulation is issued to:

- A. Accomplish the requirements of the Governing Board set out in ~~policy~~ Policy IHB - Special Instructional Programs.
- B. Assure District compliance with the requirements of applicable federal and state laws and the lawful regulations of the State Board of Education.
- C. Aid District personnel in fulfilling their duties relating to the topic by presenting the procedural information in a format that aligns with the Arizona Department of Education/Exceptional Student Services (ADE/ESS) compliance checklists.

Citations from the following sources are annotated to the material to assist in conducting research and for clarification:

- A. Arizona Revised Statutes (A.R.S.)
- B. Arizona Administrative Code (A.A.C.) Title 7, Chapter 2, State Board of Education Rules
- C. Regulations of the Family Educational Rights and Privacy Act as published in Part 99 of Title 34 of the Code of Federal Regulations (C.F.R.)
- D. Regulations to the Individuals with Disabilities Education Act (IDEA) as published in Title 34 of the C.F.R., Part 300.

Whenever the term "District" is used in this regulation, it is to be interpreted contextually to mean the School District, the respective local school site, a representative of the District or a representative of the local school site, as is applicable to the circumstance.

#### **Applicability**

To accommodate the necessity to present procedural information in a format that aligns with the Arizona Department of Education/Exceptional Student Services (ADE/ESS) compliance checklists, this generic regulation contains procedural requirements for covered individuals of all ages. However, any statement in this regulation that addresses a provision that is not applicable to the grade levels and age ranges included in the student membership of the District is to be considered for the purposes of compliance to be not applicable.

## Child Find

Procedures for child identification and referral shall meet the requirements of the IDEA and its regulations, A.R.S. Title 15, chapter 7, and its regulations, and the State Board of Education rules [R7-2-401](#).

The District is responsible for child identification activities for children whose parents reside in the District unless:

- A. The student is enrolled in a charter school or public education agency that is not a school district. In that event, the charter school or public education agency is responsible for child identification activities;
- B. The student is enrolled in a nonprofit private school. In that event, the District within whose boundaries the private school is located is responsible for child identification activities.

The District will identify, locate, and evaluate all children with disabilities within its geographic boundaries who are in need of special education and related services including, but not limited to, children who are:

- A. Homeless;
- B. Highly mobile, including migrant children;
- C. Wards of the state; and,
- D. Attending private schools or who are homeschooled.

In its identification process the District will include children who are suspected of being children with a disability and in need of special education, even though:

- A. They are advancing from grade to grade; or
- B. They are highly mobile children, including those who are migrant children. [34 C.F.R. 300.111]

The District will maintain a record of children who are receiving special education and related services. [34 C.F.R. 300.111]

The District will inform the general public and all parents within its boundaries of the responsibility of the availability of special education services for students aged three (3) through twenty-one (21) years, and how those services may be accessed including information regarding early intervention services for children aged birth through two (2) years. Services for an eligible student with a disability shall extend through conclusion of the instructional year during which the student attains the age of twenty-two (22). [A.A.C. [R7-2-401.C](#)]

The District shall establish, implement, and make available (either in writing or electronically) to ~~it~~ its school-based personnel, and all ~~parents, within~~ parents within District boundaries of responsibility for the identification and referral of all children with disabilities aged birth (0+) through 21 (twenty-one), including children with disabilities attending private schools and home schools, regardless of the severity of their disability. [A.A.C. [R7-2-401.D](#)]

The District shall require appropriate school-based personnel to review the written procedures related to child identification and referral on an annual basis. The District shall maintain

documentation of school-based personnel review. [A.A.C. [R7-2-401](#)] Identification screening for possible disabilities shall be completed within forty-five (45) calendar days after:

- A. Entry of each preschool or kindergarten student and any student enrolling without appropriate records or screening, evaluation, and progress in school; or
- B. Notification to the District by parents of concerns regarding developmental or educational progress by their child (aged three [3] years through twenty-one [21] years). [A.A.C. [R7-2-401](#)].

Screening procedures shall include vision and hearing status and consideration of the following areas:

- A. Cognitive or academic;
- B. Communication;
- C. Motor;
- D. Social or behavioral; and
- E. Adaptive development. [A.A.C. [R7-2-401](#)]

Screening does not include detailed individualized comprehensive evaluation procedures. [A.A.C. [R7-2-401](#)]

For a student transferring into a school, the District shall review enrollment data and educational performance in the prior school. If there is a history of special education for a student not currently eligible for special education, or poor progress, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services. [A.A.C. [R7-2-401.D](#)]

If a concern about a student is identified through screening procedures or review of records, the parents of the student shall be notified of the concern within ten (10) school days and informed of the District's procedures to follow-up on the student's needs. [A.A.C. [R7-2-401.D](#)]

The District shall maintain documentation of the identification procedures utilized, the dates of entry into school, notification by parents of a concern and the dates of screening. The results shall be maintained in the student's permanent records in a location designated by the administrator, should the student be enrolled or not enrolled in the District. [A.A.C. [R7-2-401.D](#)]

If the identification process indicates a possible disability, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services. A parent or a student who has reached the age of majority may request an evaluation of the student. [A.A.C. [R7-2-401.D](#)]

If, after consultation with the parent, the District determines that a full and individual evaluation is not warranted, the District shall provide prior written notice and procedural safeguards notice to the parent in a timely manner. [A.A.C. [R7-2-401.D](#)]

## **Confidentiality**

The District will permit parents to inspect and review any education records relating to their children that are collected, maintained or used by the District under Individuals with Disabilities Education Act (IDEA). The District will comply with a request without unnecessary delay and in no case more than forty-five (45) calendar days after the request has been made, and before:

- A. Any individualized education program (IEP) meeting;
- B. Any hearing involving a due process complaint or disciplinary hearing;
- C. Any resolution session. [34 C.F.R. 300.613]

The right to inspect and review education records includes:

- A. The right to a response from the District to reasonable requests for explanations and interpretations of the records;
- B. The right to request that the District provide copies of the records if failure to provide those copies would effectively prevent the parent from exercising the right to inspect and review the records; and
- C. The right to have a representative of the parent inspect and review the records. [34 C.F.R. 300.613]

The District may presume that the parent has authority to inspect and review records relating to his or her child unless the District has been advised to the contrary by legal proceeding involving guardianship, separation and divorce. [34 C.F.R. 300.613]

The District will keep a record of parties obtaining access to education records collected, maintained or used under IDEA (except access by parents and authorized employees of the District), including:

- A. The name of the party;
- B. The date access was given; and
- C. The purpose for which the party is authorized to use the records. [34 C.F.R 300.614]

If any education record includes information on more than one (1) child, the parents of those children have the right to inspect and review only the information relating to their child. [34 C.F.R 300.615]

The District will provide parents on request a list of the types and locations of education records collected, maintained or used by the District. [34 C.F.R 300.616]

The District may charge a fee for copies of records that are made for parents if the fee does not effectively prevent the parents from exercising their right to inspect and review records. [34 C.F.R 300.617]

The District will not charge a fee to search for or to retrieve information. [34 C.F.R 300.615]

A parent who believes that information in the education records collected, maintained or used by the District is inaccurate or misleading or violates the privacy or other rights of the child, may request the District to amend the information. [34 C.F.R 300.618]

The District will decide whether to amend the information in accordance with the request in a reasonable period of time of receipt of the request. [34 C.F.R 300.618]

If the District refuses to amend the information in accordance with the request, it will inform the parent of the refusal and advise the parent of the right to a hearing under 34 C.F.R 300.619. [34 C.F.R 300.618]



The District will, on request, provide an opportunity for a hearing to challenge information in education records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child. [34 C.F.R 300.619]

If, as a result of a hearing, the District decides to amend information determined inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, it will do so accordingly and so inform the parent in writing. [34 C.F.R 300.620]

If, as a result of a hearing, the District decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, the District will inform the parent of the parent's right to place in the maintained records a statement commenting on the information or setting forth any reasons for disagreeing with the District's decision. [34 C.F.R 300.620]

Parental consent will be obtained before personally identifiable information is disclosed to parties other than participating agencies, unless the information is contained in education records and the disclosure is authorized without parent consent under Family Educational Rights and Privacy Act (FERPA). [34 C.F.R 300.622]

Parental consent will be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services in accordance with §300.321. [34 C.F.R 300.622]

If a child is enrolled, or is going to enroll in a private school that is not located in the boundaries of the district of the parent's residence, parental consent will be obtained before any personally identifiable information about the child is released between officials in the district where the private school is located and officials in the district of the parent's residence. [34 C.F.R 300.622]

Upon receiving a written request, the District shall forward special education records to any other public education agency in which a student has enrolled or is seeking to enroll. Records shall be forwarded within the time-frame specified in A.R.S. [15-828\(F\)](#). The District shall also forward records to any other person or agency for which the parents have signed consent. [A.A.C. [R7-2-401.J\(4\)](#)]

The District will protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. [34 C.F.R 300.623]

One (1) official at the District will assume responsibility for ensuring the confidentiality of any personally identifiable information.

All persons collecting or using personally identifiable information will receive training or instruction regarding the State's policies and procedures under 300.123 and FERPA (34 C.F.R. part 99). [34 C.F.R 300.623]

The District will maintain, for public inspection, a current listing of the names and positions of its employees who may have access to personally identifiable information. [34 C.F.R 300.623]

The District shall establish, implement, and make available to its personnel and parents written policies and procedures to ensure the confidentiality of records and information in accordance with IDEA and its regulations, the Family Educational Rights and Privacy Act (FERPA) and its regulations, and state statutes. [A.A.C. [R7-2-401.J\(1\)](#)]

The District will inform parents when personally identifiable information collected, maintained, or used for IDEA purposes is no longer needed to provide educational services to the child. [34

C.F.R 300.624]

The information will be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. [34 C.F.R 300.624]

Parents shall be fully informed about the requirements of the IDEA and regulations, including an annual notice of the policies and procedures that the District shall follow regarding storage, disclosure to a third party, retention, and destruction of personally identifiable information. [A.A.C. [R7-2-401](#).J(2)]

The rights of the parents regarding educational records are transferred to the student at age eighteen (18) under FERPA unless the student has been declared legally incompetent, or the student has executed a delegation of rights to make educational decisions pursuant to A.R.S. [15-773](#). [34 C.F.R 300.625]

If the rights of the parents regarding educational records are transferred to the student at age eighteen (18) under the IDEA, the District will provide any notice required under the procedural safeguards provisions. [34 C.F.R 300.625]

The rights of parents regarding education records are transferred to the student at age 18, unless the student has been adjudicated incapacitated, or the student has executed a delegation of rights to make educational decisions pursuant to A.R.S. [15-773](#). [A.A.C. [R7-2-401](#).J(3)]

## **Discipline**

On a case-by-case basis and in consideration of any unique circumstances, school personnel may remove a child with a disability who violates a student code of conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than ten (10) consecutive school days (to the extent those alternatives are applied to children without disabilities), and for additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement under §300.536. [34 C.F.R. 300.530]

After a child with a disability has been removed from his or her current placement for ten (10) school days in the same school year, during any subsequent days of removal the District will provide services to the extent required to:

- A. Enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting his/her IEP goals; and
- B. Receive, as appropriate, a functional behavioral assessment, behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur. [34 C.F.R. 300.530]

The District is only required to provide services during periods of removal to a child with a disability who has been removed from his or her current placement for the (10) days or less in that school year, if it provides services to non-disabled children similarly removed. [34 C.F.R. 300.530]

After a child with a disability has been removed from his or her current placement for ten (10) school days, and the current removal is for not more than ten (10) consecutive school days and

not a change of placement, school personnel, in consultation with at least one of the child's teachers, determine the extent to which services are needed, so as to enable the child to continue to participate in the general education curriculum and to progress toward meeting the individualized education program (IEP) goals. [34 C.F.R. 300.530]

If the removal is a change in placement, the child's IEP team determines the appropriate services. [34 C.F.R. 300.530]

Within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the District, parent, and relevant members of the IEP team will review all relevant information in the student's file, the IEP, teacher observations, and any relevant information to determine:

- A. If the conduct was caused by, or had a direct and substantial relationship to, the child's disability; or
- B. If the conduct in question was the direct result of the District's failure to implement the IEP. [34 C.F.R. 300.530]

The conduct will be determined to be a manifestation of the disability if either of the above-named conditions occurred, and, if the IEP was not implemented, the District will take immediate steps to remedy that deficiency. [34 C.F.R. 300.530]

If the District, parent, and relevant members of the IEP team determine that the conduct was a manifestation of the child's disability, the child will be returned to the placement from which the child was removed, unless the parent and District agree to a change of placement. The IEP team will either:

- A. Conduct a functional behavioral assessment, unless already done, and implement a behavioral intervention plan; or
- B. If a behavioral intervention plan has already been developed, review the plan and modify it, as necessary, to address the behavior. [34 C.F.R. 300.530]

School personnel may remove a student to an interim alternative educational setting for not more than forty-five (45) school days without regard to manifestation of disability if the child:

- A. Carries a weapon to or possesses a weapon at school, on school premises, to or at a school function under the jurisdiction of the state or the District;
- B. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the state or the District; or
- C. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the state or the District. [34 C.F.R. 300.530]

The District will notify parents and provide notice of procedural safeguards on the day the District determines the student has violated the code of conduct, and the violation constitutes a change in placement (i.e., interim alternative education setting). [34 C.F.R. 300.530]

The District shall establish, implement, and make available to personnel and parents written procedures for the suspension and expulsion of students with disabilities. [A.A.C. [R7-2-401.P](#)]

The District shall require all school-based staff involved in the disciplinary process to review the policies and procedures related to suspension and expulsion on an annual basis. [A.A.C. [R7-2-401.P](#)]

The District shall maintain documentation of staff review. [A.A.C. [R7-2-401.P](#)]

Procedures for such suspensions and expulsions shall meet the requirements of the IDEA and its regulations, and state statutes. [A.A.C. [R7-2-401.P](#)]

The child's IEP team determines the interim alternative educational setting for services. [34 C.F.R. 300.531]

The parent of a child with a disability who disagrees with any decision regarding placement under §§300.530 and 300.531 or the manifestation determination may appeal the decision by requesting an expedited due process hearing in conformance with §§300.532(C) and A.A.C. [R7-2-405.I](#). [34 C.F.R. 300.532]

When the District believes that maintaining the current placement of the child is substantially likely to cause injury to the child or others the District may appeal the decision by requesting an expedited due process hearing in conformance with §§300.532(C) and A.A.C. [R7-2-405.I](#). [34 C.F.R. 300.532]

The student will remain in the interim alternative educational setting pending the decision of the hearing officer or expiration of the interim setting, whichever comes first, unless the parent and District agree otherwise. [34 C.F.R. 300.533]

A non-eligible student who engaged in a behavior that violated a code of student conduct may assert protections if the District had knowledge that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred. The District will be deemed to have such knowledge if:

- A. The parent of the child expressed concern in writing to supervisory or administrative personnel of the District, or a teacher of the child, that the child is in need of special education and related services;
- B. The parent of the child requested an evaluation of the child pursuant to §§300.300 through 300.311; or
- C. The teacher of the child, or other personnel of the District, expressed specific concerns about a pattern of behavior demonstrated by the child directly to the director of special education or to other supervisory personnel of the District. [34 C.F.R. 300.534]

The District will not be deemed to have knowledge if the parent of the child:

- A. Has not allowed an IDEA evaluation of the child;
- B. Has refused special education services for the child; or
- C. The child has been evaluated and determined to not be a child with a disability under IDEA. [34 C.F.R. 300.534]

When the District does not have knowledge that a child is a child with a disability prior to taking disciplinary measures against the child, the child may be disciplined as other children without disabilities who engage in comparable behaviors.

If an evaluation is requested during the time in which a child is subjected to disciplinary measures, the evaluation will be conducted in an expedited manner.

A. Until the evaluation is completed, the child remains in the educational placement determined by the District, which can include suspension or expulsion without educational services.

B. If the child is determined to be a child with a disability, the District will provide special education and related services in accordance with this part, including the requirements of §§300.530 through 300.536. [34 C.F.R. 300.534]

The District may report a crime committed by a child with a disability to appropriate authorities to enable them to exercise their responsibilities. 34 C.F.R. 300.535]

When reporting a crime committed by a child with a disability the District ensures that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom the District reports the crime, but only to the extent permitted by FERPA. [34 C.F.R. 300.535]

A change of placement occurs if:

A. The removal is for more than ten (10) consecutive school days; or

B. The child has been subjected to a series of removals that constitute a pattern:

1. because the series of removals total more than ten (10) school days in a school year;

2. because the child's behavior is substantially similar to the behavior in previous incidents that resulted in a series of removals; and

3. because of such additional factors as the length of each removal, the total amount of time the child has been removed, and the proximity of the removals to one another. [34 C.F.R. 300.536]

The District will determine on a case-by-case basis whether a pattern of removals constitutes a change of placement, and such determinations are subject to review through due process and judicial proceedings. [34 C.F.R. 300.536]

## **Evaluation and Eligibility**

The District, when proposing to conduct an initial evaluation to determine if a child qualifies as a child with a disability, and after reviewing existing data with the parents and providing prior written notice, will obtain informed consent from the parent of the child before collecting any additional data.

A. Parental consent for initial evaluation will not be construed as consent for initial provision of special education and related services.

B. The District will make reasonable efforts to obtain the informed consent from the parent for an initial evaluation. [34 C.F.R. 300.300]

For initial evaluations only, if the child is a ward of the state, is not residing with the child's parent, the District is not required to obtain consent from the parent if:

- A. Despite reasonable efforts to do so, the District cannot discover the whereabouts of the parents of the child;
- B. The rights of the parents of the child have been terminated in accordance with state law;
- C. The rights of the parent to make educational decisions have been subrogated by a judge, in accordance with state law, and consent for an initial evaluation has been given by an individual appointed by the judge to represent the child. [34 C.F.R. 300.300]

The District may, but is not required to seek informed consent through due process procedures if the parent of a child who is enrolled or seeking to enroll in the District refuses, or fails to respond to, a request to provide consent for an initial evaluation. [34 C.F.R. 300.300]

The District will obtain informed consent from the parent of the child before the initial provision of special education and related services to the child, and will make reasonable efforts to obtain that consent. [34 C.F.R. 300.300]

If a parent refuses consent for the initial provision of special education and related services, the District will not seek consent through due process hearing procedures. The District:

- A. Will not be considered to be in violation to provide a Free Appropriate Public Education (FAPE);
- B. Is not required to convene a IEP team meeting or develop an IEP for the child. [34 C.F.R. 300.300]

If, at any time subsequent to the initial provision of special education and related services, the parent of a child revokes consent in writing for the continued provision of special education and related services, the District:

- A. May not continue to provide special education and related services to the child, but shall provide prior written notice before ceasing the provision of special education and related services;
- B. May not use the mediation procedures or the due process procedures in order to obtain agreement or a ruling that the services may be provided to the child;
- C. Will not be considered in violation of the requirement to make FAPE available to the child because of the failure to provide the child with further special education and related services; and
- D. Is not required to convene an IEP Team meeting or develop an IEP for the child for further provision of special education and related services. If a parent revokes consent in writing for their child's receipt of special education services after the child is initially provided special education and related services, the District is not required to amend the child's education records to remove any reference to the child's receipt of special education and related services because of the revocation of consent.

The District will obtain informed consent prior to conducting any reevaluation of a child with a disability.

- A. If the parent refuses consent, the District may utilize due process hearing procedures to seek consent, but does not violate its obligation if it declines to pursue the evaluation or reevaluation.

B. The informed parental consent for reevaluation need not be obtained if the District can demonstrate that:

1. it made reasonable efforts to obtain such consent and has documented those attempts;
2. the child's parent has failed to respond. [34 C.F.R. 300.300]

Parental consent is not required before:

- A. Reviewing existing data as part of an evaluation or reevaluation; or
- B. Administering a test or other evaluation that is administered to all children unless consent is required of parents of all children prior to administration. [34 C.F.R. 300.300]

The District will not use a parent's refusal to consent to one service or activity under this section to deny the parent or child any other service, benefit, or activity of the District, except as required by this part. [34 C.F.R. 300.300]

If a parent of a child who is home-schooled or placed in a private school by the parents at their own expense does not provide consent for the initial evaluation or the reevaluation, or the parent fails to respond to a request to provide consent, the District will not utilize due process hearing procedures to seek consent. [34 C.F.R. 300.300]

Consistent with consent requirements of §300.300, either a parent of a child or the District may initiate a request for an initial evaluation to determine if a child is a child with a disability. [34 C.F.R. 300.301]

If the parent requests the evaluation, the District must, within a reasonable amount of time not to exceed fifteen (15) school days from the date it receives a parent's written request for an evaluation, either begin the evaluation by reviewing existing data or provide prior written notice refusing to conduct the requested evaluation. The sixty (60)-day evaluation period shall commence upon the District's receipt of the parent's informed written consent. [A.A.C. [R7-2-401.E](#)]

The initial evaluation will:

- A. Be conducted within sixty (60) calendar days of receiving informed written parental consent for the evaluation, unless: [34 C.F.R. 300.301] [A.A.C. [R7-2-401\(E\)](#)(3)]
  1. the parents and the District agree, in writing, that it is in the best interest of the child to extend the timeline to complete the evaluation for an additional thirty (30) calendar days; or;
  2. the child enrolls in the District following the child's departure from a previous district after the parent has provided consent and before the determination of eligibility by the child's previous district. In that event, the District ensures prompt completion of the evaluation.
  3. the parent of a child with a disability repeatedly fails or refuses to produce the child for the evaluation.
- B. Consist of procedures to determine if the child is a child with a disability and to determine the educational needs of the child. [34 C.F.R. 300.301] [A.A.C. [R7-2-401.E](#)]

C. The initial evaluation of a child being considered for special education or re-evaluation shall conclude with the date of the Multidisciplinary Evaluation Team (MET) determination of eligibility.

D. Neither the sixty (60)-day evaluation period nor any extension shall cause a re-evaluation to exceed the time-lines for a re-evaluation within three (3) years of the previous evaluation. [34 C.F.R. 300.301] [A.A.C. [R7-2-401](#).E]

The District will conduct a reevaluation of a child with a disability if:

A. The District determines that the educational or related service needs, including improved academic achievement and functional performance, of the child warrant a reevaluation; or

B. If the child's parents or teacher requests a reevaluation; except

C. The District will not conduct a reevaluation more than once a year unless the parent and District agree otherwise. [34 C.F.R. 300.303]

The District will conduct a reevaluation at least once every three (3) years. The Multidisciplinary Evaluation Team shall determine, in accordance with IDEA and regulations, whether the requirements of subsections (E)(6)(a) through (i) are required for a student's re-evaluation. [34 C.F.R. 300.303] [A.A.C. [R7-2-401](#).E]

The District will provide prior written notice to the parents of a child who has, or who is suspected of having, a disability, that describes the evaluation procedures that the District proposes to conduct. [34 C.F.R. 300.304]

In conducting an evaluation or reevaluation, the District will:

A. Use a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the child, including information provided by the parent in order to determine;

1. whether the child is a child with a disability; and

2. if the child is a child with a disability, information related to enabling the child to be involved in and progress in the general education curriculum (or for a preschool child, to participate in appropriate activities).

B. Not use any single measure or assessment as the sole criterion for determining whether a child is a child with a disability and for determining an appropriate educational program for the child; and

C. Use technically sound instruments that may assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors. [34 C.F.R. 300.304]

For the following disabilities, the full and individual initial evaluation shall include:

A. *Emotional disability*: verification of a disorder by a qualified professional.

B. *Hearing impairment*:

1. An audiological evaluation by a qualified professional, and



2. An evaluation of communication/language proficiency.

C. *Other health impairment*: verification of a health impairment by a qualified professional.

D. *Specific learning disability*: a determination of whether the child exhibits a pattern of strengths and weaknesses in performance, achievement, or both, relative to age, state-approved grade-level standards, or intellectual development that meets the District's criteria through one of the following:

1. A discrepancy between achievement and ability;
2. The child's response to scientific, research-based interventions; or
3. Other alternative research-based procedures.

E. *Orthopedic impairment*: verification of the physical disability by a qualified professional.

F. *Speech/language impairment*: an evaluation by a qualified professional.

G. For students whose speech impairments appear to be limited to articulation, voice, or fluency problems, the written evaluation may be limited to:

1. An audiometric screening within the past calendar year,
2. A review of academic history and classroom functioning,
3. An assessment of speech problems by a speech therapist, or,
4. An assessment of the student's functional communication skills.

H. The Department of Education shall develop a list, subject to review and approval of the State Board of Education, of qualified professionals eligible to conduct the appropriate evaluations prescribed in A.A.C. [R7-2-401.E.7](#).

The District ensures that evaluation materials and strategies:

A. Are selected and administered so as not to be discriminatory on a racial or cultural basis;

B. Are administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to do so;

C. Are used for the purposes for which the assessment(s) or measure(s) are valid and reliable;

D. Are administered by trained and knowledgeable personnel;

E. Are administered in accordance with the instructions provided by the assessment publisher;

F. Are selected and administered so as to ensure that if administered to a child with impaired sensory, manual, or speaking skills, the assessment results accurately reflect the child's aptitude or achievement level or whatever other factors the test purports to

measure rather than reflecting the child's impairments (unless those skills are the factors being measured).

G. Assess the child in all areas related to the suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, adaptive behavior, communicative status, and motor abilities; and

H. Are sufficiently comprehensive to identify all of the child's special education and related services needs, whether or not those needs are commonly associated with the child's disability.

I. Provide relevant information that directly assists in determining the educational needs of the child. [34 C.F.R. 300.304]

Evaluations of children who transfer to or from another District in the same school year are coordinated with the prior and subsequent schools, in order to expedite the completion of a full evaluation. [34 C.F.R. 300.304]

As part of an initial evaluation (if appropriate), and as part of any reevaluation, the IEP team and other qualified professionals, as appropriate, will:

A. Review existing evaluation data on the child including:

1. evaluations and information provided by the parents;
2. current classroom-based, local and state-wide assessments, and classroom-based observations;
3. observations by teachers, and related services providers.

B. On the basis of that review, and input from the child's parents, identify what additional data, if any, are needed to determine whether:

1. the child is or continues to be a child with a disability, and, if so, the educational needs of the child;
2. the present levels of academic achievement and related developmental needs of the child;
3. whether the child needs special education and related services to enable the child to meet measurable annual IEP goals and to participate, as appropriate, in the general education curriculum.

C. The IEP team may conduct the review without a meeting. [34 C.F.R. 300.305]

D. The District may accept current information about the student from another state, public agency, public education agency, or through an independent education evaluation.

If additional data are needed, the District will administer the assessments required to obtain the additional data. [34 C.F.R. 300.305]

If additional data are not needed to determine whether the child continues to be a child with a disability, and to determine the child's educational needs, the District will notify the parents of:

A. The determination and the reasons for the determination; and

B. The right of the parents to request an assessment to determine whether the child continues to be a child with a disability and to determine the child's educational needs. [34 C.F.R. 300.305]

The District will evaluate a child before determining that the child is no longer a child with a disability except when the termination is due to graduation with a regular high school diploma or at the conclusion of the instructional year during which the child attained the age of twenty-two (22).

~~A. When~~ When the child's eligibility terminates because of graduation or at the conclusion of the instructional year during which the child attained the age of twenty-two (22), the District will provide a summary of the child's academic achievement and functional performance that includes recommendations on how to assist the child in meeting the child's postsecondary goals. [34 C.F.R. 300.305]

Upon completion of the evaluation process, the District ensures that:

A. A group of qualified professionals and the parent of the child determine:

1. if the child is a child with a disability under the Individuals with Disabilities Education Act, Arizona State Statutes, and Arizona Administrative Code; and
2. if so, the educational needs of the child.

B. The parents are provided, at no cost, a copy of the evaluation report and eligibility determination. [34 C.F.R. 300.306]

A child will not be determined to be a child with a disability if the primary factor for the determination is:

- A. Lack of appropriate instruction in reading, including the essential components of reading instruction (as defined in 1208(3) of the Elementary and Secondary Education Act [ESEA]);
- B. Lack of appropriate instruction in math; or
- C. Limited English proficiency. [34 C.F.R. 300.306]

The eligibility determination, including education needs, will be based on all of the information sources used in the evaluation process, and if deemed eligible and in need of special education and related services, an IEP will be developed in accordance with §300.320 through 300.324. [34 C.F.R. 300.306]

Additional procedures for identifying children with specific learning disabilities:

A. *Option 1:*

~~1. The~~ The District will use the state-adopted criteria for determining whether a child has a specific learning disability through a process based on the child's response to scientific, research-based intervention in conformity with IDEA Regulations §300.307-311. [34 C.F.R. 300.307]

B. *Option 2:*

~~1. The~~ The District will use a criteria for determining whether a child has a specific learning disability through the identification of a severe discrepancy between

intellectual ability and achievement in conformity with IDEA Regulations §300.307-311. [34 C.F.R. 300.307]

C. *Option 3:*

~~1. The~~ The District will determine, on an individual child basis, the criteria for determining whether a child has a specific learning disability using one of the following criteria in conformity with IDEA Regulations §300.307-311:

- a. The state-adopted criteria based on a child's response to scientific, research-based intervention;
- b. The identification of a severe discrepancy between intellectual ability and achievement. [34 C.F.R. 300.307]

The determination of whether a child suspected of having a specific learning disability is a child with a disability will be made by the child's parents and a team of qualified professionals which will include:

- A. The child's regular education teacher; or
- B. If the child does not have a regular education teacher, then a regular education teacher qualified to teach children of that age;
- C. For a child of less than school age, an individual qualified by the state to teach children of his/her age;
- D. At least one (1) person qualified to conduct individual diagnostic evaluations of children, such as a school psychologist, speech-language pathologist, or remedial reading teacher. [34 C.F.R. 300.308]

A child may be determined to have a specific learning disability if:

A. The child does not achieve adequately for the child's age or ~~to~~ meet state-approved grade level standards in one (1) or more of the following areas, when provided with learning experiences and instruction appropriate for the child's age or meet state-approved grade level standards:

1. oral expression
2. listening comprehension
3. written expression
4. basic reading skill
5. reading fluency skills
6. reading comprehension
7. mathematics calculation
8. mathematics problem solving

B. The child does not make sufficient progress to meet age or state-approved grade level standards in one (1) or more of the areas ~~in~~ listed immediately above when using a

process based on the child's response to scientific, research-based intervention; or

C. The child exhibits a pattern of strengths and weaknesses in performance, achievement, or both, relative to age, state-approved grade level standards, or intellectual development, that is determined by the group to be relevant to the identification of a specific learning disability using appropriate assessments. [34 C.F.R. 300.309]

The findings of this section are not primarily the result of:

- A. A visual, hearing or motor disability;
- B. Intellectual disability;
- C. Emotional disturbance;
- D. Cultural factors;
- E. Environmental or economic disadvantage; or
- F. Limited English proficiency. [34 C.F.R. 300.309]

The group ensures that the underachievement is not due to a lack of appropriate instruction in reading or math and consider:

- A. Data that demonstrate that prior to, or as part of, the referral process, the child was provided appropriate instruction in regular education settings, delivered by qualified personnel; and
- B. Data-based documentation of repeated assessments of achievement at reasonable intervals, reflecting formal assessment of student progress during instruction, which was provided to the child's parents. [34 C.F.R. 300.309]

The District will promptly request parent consent to evaluate if, prior to referral, the child has not made adequate progress after an appropriate period of time when provided instruction described in the two (2) immediately preceding bullets. [34 C.F.R. 300.309]

The District ensures that the child is observed in his/her learning environment, including the regular classroom setting, to document the child's academic performance and behavior in the areas of difficulty. [34 C.F.R. 300.310]

In the case of a child less than school age or out of school, a group member will observe the child in an environment appropriate for a child that age. [34 C.F.R. 300.310]

For a child suspected of having a specific learning disability, the eligibility determination will contain a statement of:

- A. Whether the child has a specific learning disability;
- B. The basis for making the determination, including an assurance the determination was made in accordance with the Individuals with Disabilities Education Act;
- C. The relevant behavior, if any, noted during the observation and the relationship of that behavior to the child's academic functioning;
- D. The educationally relevant medical findings, if any;

E. Whether the child does not achieve adequately for his/her age or to meet state-approved grade level standards consistent with whether the child has a specific learning disability; and does not make sufficient progress to meet age or state-approved grade level standards consistent with the basis of a determination in accordance with IDEA; or

F. The child exhibits a pattern of strengths and weaknesses in performance, achievement, or both, relative to age, state-approved grade level standards or intellectual development consistent with the observation of relevant behavior.

G. The determination of the group concerning the effects of a visual, hearing, or motor disability; intellectual disability; emotional disturbance; cultural factors; environmental or economic disadvantage; or limited English proficiency of the child's achievement level. [34 C.F.R. 300.311]

If the child participated in a process that assessed the child's response to scientific, research-based intervention, the determination must include:

A. The instructional strategies used and the student-centered data collected; and

B. The documentation that the child's parents were notified about the state's policies regarding the amount and nature of student performance that would be collected and the general education services that would be provided;

C. Strategies for increasing the rate of learning; and

D. The parent's right to request an evaluation. [34 C.F.R. 300.311]

Each group member will certify in writing whether the report reflects the member's conclusion. If it does not, the group member will submit a separate statement presenting the member's conclusions. [34 C.F.R. 300.311]

The District shall establish, implement, and make available to school-based personnel and parents within its boundaries of responsibility written procedures for the initial full and individual evaluation of students suspected of having a disability, and for the reevaluation of students previously identified as being eligible for special education. [A.A.C. [R7-2-401.E](#)]

Procedures for the initial full and individual evaluation of children suspected of having a disability and for the reevaluation of students with disabilities shall meet the requirements of IDEA and its regulations, state statutes, and State Board of Education rules. [A.A.C. [R7-2-401.E](#)]

### **Free Appropriate Public Education**

The determination that a child is eligible for special education and related services will be made on an individual basis by a properly constituted District team. [34 C.F.R. 300.306 and, if applicable, 300.308]

For preschool children (age three [3] to five [5]):

The District will:

1. Make FAPE available no later than the child's third birthday;

2. Ensure that an IEP or an Individualized Family Service Plan (IFSP) is in effect for each child by that date;

3. Ensure that a child's IEP team determines the date when services under the IEP or IFSP will begin if a child's third birthday occurs during the summer.

For school-aged children (age five [5] through twenty-one [21]):

The District will make FAPE available to any child who needs special education and related services, even though the child has not failed or been retained in a course or grade, and is advancing from grade to grade. Services for an eligible student with a disability shall extend through conclusion of the instructional year during which the student attains the age of twenty-two (22).

The District will establish policy and procedures with regard to allowable pupil-teacher ratios and pupil-staff ratios within the District or county for provision of special education services. [A.R.S. [15-764](#).A(5)]

The special education programs and services established pursuant to this section and section [15-765](#) shall be conducted only in a school facility which houses regular education classes or in other facilities approved by the division of special education. [A.R.S. [15-764](#).B]

The District ensures that assistive technology devices or services or both will be available to a child with a disability, if required, as a part of:

- A. special education;
- B. related services;
- C. supplementary aids and service. [34 C.F.R. 300.105]

On a case-by-case basis, the District ensures the use of school-purchased assistive technology devices in a child's home or other setting if the child's IEP team determines that the child needs access to those devices in order to receive FAPE. [34 C.F.R. 300.105]

The District will make extended school year services available as necessary to provide FAPE to children with disabilities.

- A. Extended school year (ESY) services will be provided only if a child's IEP team determines, in accordance with §§300.320-300.324, that the services are necessary for the provision of FAPE.
- B. Services will not be:
  1. limited to a particular category of disability; or,
  2. unilaterally limited to the type, amount, or duration of services. [34 C.F.R. 300.106]

The ESY services that are provided to a child with a disability will:

- A. Be provided beyond the normal school year of the District;
- B. Be provided in accordance with the child's IEP;
- C. Be provided at no cost to the parents of the child; and
- D. Meet the standards of the state. [34 C.F.R. 300.106]

The District will afford children with disabilities an equal opportunity for participation in nonacademic and extracurricular services and activities including, as determined appropriate and necessary by the child's IEP team, the provision of supplementary aids and services. [34 C.F.R. 300.107]

Nonacademic and extracurricular services and activities may include counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the District, referrals to agencies that provide assistance to individuals with disabilities, and employment of students, including both employment by the District and assistance in making outside employment available. [34 C.F.R. 300.107]

The District will make regular physical education services available to children with disabilities to the same extent that the District provides those services to children without disabilities, unless:

- A. The child is enrolled full time in a separate facility; or
- B. The child needs specially designed physical education as prescribed in the child's IEP. [34 C.F.R. 300.108]

If a child is enrolled in a separate facility, the District ensures that the child receives appropriate physical education services. [34 C.F.R. 300.108]

If special physical education is prescribed in a child's IEP, the District will provide for those services, either directly or through other public or private programs. [34 C.F.R. 300.108]

The District ensures that children with disabilities have available to them the variety of education programs and services that are available to nondisabled children, including art, music, industrial arts, consumer and homemaking education, and vocational education. [34 C.F.R. 300.110]

When serving children wearing hearing aids or surgically implanted medical devices, the District ensures that:

- A. The hearing aids worn in school by children with hearing impairments are functioning properly; and
- B. The external components of surgically implanted medical devices (e.g., cochlear implants) are functioning properly, except that the District will not be responsible for any post-surgical maintenance, programming or replacement of any component, external or internal, of the medical device. [34 C.F.R. 300.113]

The District may use the Medicaid or other public benefits or insurance programs in which a child participates to provide or pay for services required under IDEA, as permitted under the public benefits or insurance program, except that the District:

- A. Will not require parents to sign up for or enroll in public benefits or insurance programs to receive FAPE;
- B. Will not require parents to incur out-of-pocket expenses such as payment of a deductible or co-pay for services required by IDEA, but may pay the cost that parents otherwise would be required to pay;
- C. Will not use a child's public benefit if that use would:

- 1. decrease lifetime benefits;



2. result in the family paying for non-school services that would otherwise be paid for by public benefits;
3. increase premiums or lead to discontinuation of benefits; or
4. risk loss of eligibility. [34 C.F.R. 300.154]

The District will notify parents that their refusal to allow access to their public benefits does not relieve the District of its responsibility to provide all required IDEA services. [34 C.F.R. 300.154]

The District will obtain a one (1)-time written consent from the parent, after providing written notification and prior to accessing a child's or parent's public benefits for the first time. The consent must specify:

- A. The personally identifiable information that may be disclosed;
- B. The purpose of the disclosure; and
- C. The agency to which the disclosure may be made.

The District will provide a written notification to the child's parents before accessing the child's or parent's public benefits or insurance for the first time and prior to obtaining the one-time parental consent and annually thereafter.

The District responsible for serving preschool children with disabilities shall establish, implement, and make available to its personnel and parents, written procedures for:

- A. The operation of the preschool program, in accordance with federal statute and regulations and the state statutes, that provides a continuum of placements for students;
- B. The smooth and effective transition from the Arizona Early Intervention Program to a public school preschool program in accordance with the agreement between the Department of Economic Security and the Department; and
- C. The provision of a minimum of three hundred sixty (360) minutes per week of instruction in a program that meets at least two hundred sixteen (216) hours over the minimum. [A.A.C. [R7-2-401](#).K]

The District shall establish, implement, and make available to its personnel and parents written procedures regarding the access to special education services to students enrolled in private schools by their parents as identified by the IDEA and its regulations, state statutes, and State Board of Education rules. [A.A.C. [R7-2-401](#).F]

## **Graduation**

The District ensures that the Governing Board shall prescribe graduation criteria for students with disabilities from its high schools, which shall include accomplishment of the academic standards in at least reading, writing, mathematics, science and social studies, as determined by District assessment. [A.R.S. [15-701](#)(B) and A.A.C. [R7-2-301](#)(D)(1)]

The District ensures that the Governing Board shall develop a course of study and graduation and promotion requirements for all students placed in special education programs in accordance with [R7-2-401](#) et seq. [A.R.S. [15-701](#)(B) and A.A.C. [R7-2-301](#)(D)(1)]

The District will not be obligated to provide FAPE to students with disabilities who have graduated from high school with a regular high school diploma. [34 C.F.R. 300.102]

The exception does not apply to children who have graduated from high school but have not been awarded a regular high school diploma. [34 C.F.R. 300.102]

Parents shall be provided written notification of a student's anticipated graduation date at least one (1) year before the anticipated high school graduation date.

Graduation from high school with a regular high school diploma constitutes a change of placement requiring prior written notice in accordance with §300.503. [34 C.F.R. 300.102]

An evaluation is not required before the termination of a child's eligibility due to graduation from secondary school with a regular diploma or due to conclusion of the instructional year during which the student attains the age of twenty-two (22). [34 C.F.R. 300.305]

For a child no longer eligible due to graduation or exceeding the age of eligibility, the District will provide the child with a summary of the child's academic achievement and functional performance, which shall include recommendations on how to assist the child in meeting the child's post secondary goals. [34 C.F.R. 300.305]

Pupils with disabilities as defined in A.R.S. [15-761](#) or children who receive special education as defined in [15-763](#), shall not be required to achieve passing scores on competency tests in order to graduate from high school unless the pupil is learning at a level appropriate for the pupil's grade level in a specific academic area and unless a passing score on a competency test is specifically required in a specific academic area by the pupil's IEP as mutually agreed on by the pupil's parents (or eighteen [18] year old student) and IEP team. [A.R.S. [15-701.01\(3\)](#)]

### **Individualized Education Program**

Each individualized education program (IEP) of a student with a disability shall be developed in accordance with IDEA and its regulations, state statutes, and State Board of Education rules. If appropriate to meet the needs of a student and to ensure access to the general curriculum, an IEP team may include specially designed instruction in the IEP that may be delivered in a variety of educational settings by a general education teacher or other certificated personnel provided that certificated special education personnel are involved in the planning, progress monitoring, and when appropriate, the delivery of the specially designed instruction. [A.A.C. [R7-2-401.G](#)]

Each student with a disability who has an IEP shall participate in the state assessment system. Students with disabilities can test with or without accommodations or modifications as indicated in the student's IEP. Students who are determined to have a significant cognitive disability based on the established eligibility criteria will be assessed with the state's alternate assessments as determined by the IEP team. [A.A.C. [R7-2-401.G](#)]

The contents of each individualized education program (IEP) will include a statement of:

- A. The child's present levels of academic achievement and functional performance, including:
  1. how the child's disability affects the child's involvement and progress in the general curriculum; or
  2. for preschool children, as appropriate, how the disability affects the child's participation in appropriate activities;
- B. Measurable annual goals, including academic and functional goals designed to:

1. meet the child's needs that result from the child's disability to enable the child to be involved in and make progress in the general education curriculum; and
  2. meet each of the child's other educational needs that result from the child's disability;
  3. for children with disabilities who take alternate assessments aligned to alternate achievement standards, a description of benchmarks or short-term objectives;
- C. How the child's progress toward meeting the IEP goals will be measured and when periodic reports on the child's progress toward the goals will be provided;
- D. The special education and related services to be provided to the child, the supplementary aids and services to be provided to the child or on behalf of the child, the program modifications or supports for school personnel that will be provided to enable the child:
1. to advance appropriately toward attaining the annual goals;
  2. to be involved in and progress in the general education curriculum and to participate in extracurricular and other nonacademic activities with other children with disabilities and nondisabled children.
- E. The extent, if any, to which the child will not participate with nondisabled children in the regular class and in extracurricular and other nonacademic activities;
- F. Any individual accommodations that are needed to measure the academic achievement and functional performance of the child on state and District-wide assessments;
- G. If the IEP team determines that the child must take an alternate assessment instead of a particular regular state or District-wide assessment of student achievement, a statement of why:
1. the child cannot participate in the regular assessment; and
  2. the particular alternate assessment selected is appropriate for the child;
- H. The projected date for the beginning of the services and modifications and the anticipated frequency, location, and duration of those services and modifications. [34 C.F.R. 300.320]
- I. The student's estimated graduation date, aligned with the transition plan, by the end of ninth (9th) grade or age sixteen (16), whichever comes first, or earlier, if determined necessary by the student's IEP team.

Beginning not later than the first IEP to be in effect when the ~~child-student~~ turns sixteen (16), or ~~younger-earlier~~ if determined appropriate by the IEP team, and updated annually, the IEP will also include a statement of:

- A. appropriate measurable postsecondary goals based upon age-appropriate transition assessments related to training, education, employment, and, where appropriate independent living skills;
- B. transition **plan and** services (including courses of study) needed to assist the child in reaching those ~~goals~~**goals by the anticipated graduation date.** [34 C.F.R. 300.320]

Beginning not later than one (1) year before a student reaches the age of eighteen (18), the IEP will include a statement that the parents and the student have been informed of the rights under Part B, if any, that will transfer to the student on reaching the age of eighteen (18). [34 C.F.R. 300.320]

The IEP team for each child with a disability will include:

- A. The parents of the child;
- B. Not less than one (1) regular education teacher of the child (if the child is, or may be, participating in the regular education environment);
- C. Not less than one (1) special education teacher of the child, or where appropriate, not less than one special education provider of the child;
- D. A representative of the District who:
  - 1. is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities;
  - 2. is knowledgeable about the general education curriculum; and
  - 3. is knowledgeable about the availability of resources of the District;
  - 4. may be a District team member described in the IEP team described above, with the exception of the parents, if the above criteria are met.
- E. An individual who can interpret the instructional implications of evaluation results, who may be a member of the team described in the IEP team described above.
- F. At the discretion of the parent or the District, other individuals who have knowledge or special expertise regarding the child, including related services personnel as appropriate; and
- G. Whenever appropriate, the child with a disability.
  - 1. A child of any age if the purpose of the meeting is to consider postsecondary goals and transition services needed to assist the child in reaching the IEP goals;
  - 2. If the student does not attend the IEP meeting, the District will take other steps to ensure that the student's preferences and interests are considered.
- H. To the extent appropriate and with consent of the parents or the adult child, the District will invite a representative of any participating agency that is likely to be responsible for providing or paying for transition services.
- I. For a child who is transitioning from the Arizona Early Intervention Program (AzEIP), representatives from AzEIP must be invited to the initial IEP if the parent requests. [34 C.F.R. 300.321]

A member of the IEP team described above is not required to attend the IEP meeting if the parent and the school agree in writing prior to the meeting that attendance is not necessary because the member's area of curriculum or related services is not being modified or discussed in the meeting. [34 C.F.R. 300.321]

A member of the District IEP team described above, and including a person who can interpret the results, may be excused from attending the IEP meeting in whole or part when the meeting involves a modification to or discussion of the member's area of the curriculum or related services if the parent, in writing and the District consent to the excusal, and the member submits, in writing to the IEP team, input into the development of the IEP prior to the meeting. [34 C.F.R. 300.321]

A parent or the District may request in writing a review of the IEP and shall identify the basis for requesting review. Such review shall take place within forty-five (45) school days of the receipt of the request at a mutually agreed upon date and time. [A.A.C. [R7-2-401.G](#)]

In the case of a child previously served by AzEIP, an invitation to the initial IEP team meeting will, at the request of the parent, be sent to the AzEIP service coordinator to assist with the smooth transition of services. [34 C.F.R. 300.321]

The District will take steps to ensure parent(s) of a child with a disability are present at each IEP meeting or are afforded the opportunity to participate by:

A. Notifying parents of the meeting early enough to ensure that they will have an opportunity to attend; and

B. Scheduling the meeting at a mutually agreed on time and place. [34 C.F.R. 300.322]

The meeting notice will:

A. Indicate the purpose, time, and location of the meeting and who will be in attendance; and

B. Inform the parents of the provisions relating to the participation of other individuals who have knowledge or special expertise about the child and of representatives of the AzEIP if the meeting is for an initial IEP of a child transitioning from AzEIP. [34 C.F.R. 300.322]

Beginning not later than the first IEP to be in effect ~~when the child turns~~ by the end of ninth (9th) grade or age sixteen (16), whichever comes first, or earlier, if determined necessary by the student's IEP team, the notice will also:

A. Indicate that a purpose of the meeting will be the consideration of postsecondary goals and transition services;

B. Indicate that the District will invite the student;

C. Identify any other agency that will be invited to send a representative. [34 C.F.R. 300.322]

If neither parent can attend, the District will use other methods to ensure parent participation, including individual or conference telephone calls. [34 C.F.R. 300.322]

A meeting may be conducted without a parent in attendance if the District is unable to convince the parents that they should attend. In this case, the District will maintain a record of its attempts to arrange a mutually agreed on time and place, such as:

A. Detailed records of telephone calls made or attempted and the results of those calls;

B. Copies of correspondence sent to the parents and any responses received; and

C. Detailed records of visits made to the parent's home or place of employment and the results of those visits. [34 C.F.R. 300.322]

The District will take whatever action is necessary to help the parent understand the proceedings at the IEP meeting, including arranging for an interpreter for parents with deafness or whose native language is other than English. [34 C.F.R. 300.322]

The District will give the parent a copy of the child's IEP at no cost to the parent. [34 C.F.R. 300.322]

At the beginning of each school year, the District will have in effect for each child with a disability in its jurisdiction, an IEP as defined in 300.320. [34 C.F.R. 300.323]

The District ensures that:

A. A meeting to develop an IEP for an eligible child is conducted within thirty (30) calendar days of a determination of eligibility for special education and related services.

B. As soon as possible following the development of the IEP, the services indicated in the IEP are made available to the child. An IEP will be in effect at the beginning of each school year. [34 C.F.R. 300.323]

For a child aged two (2) years nine (9) months to five (5) years previously served by AzEIP, the IEP team will consider the contents of the child's Individualized Family Service Plan (IFSP). An IFSP may serve as the IEP of the child if:

A. The District has provided the parents with a detailed explanation of the differences between an IEP and an IFSP;

B. The parent and the District agree in writing to the use of an IFSP;

C. The IFSP contains an educational component that promotes school readiness and includes pre-literacy, language and numeric skills; and

D. The IFSP is developed in accordance with IEP procedures. [34 C.F.R. 300.323]

The District ensures that each child's IEP is accessible to each regular education teacher, special education teacher, related service provider and any other service provider who is responsible for implementing the IEP.

A. Each teacher and related service provider will be informed of his or her specific responsibilities in implementing the IEP; and

B. The specific accommodations, modifications, and supports that will be provided for the child in accordance with the IEP. [34 C.F.R. 300.323]

For a child with an IEP who transfers into the District from another school system in Arizona, the District, in consultation with the parents, will provide a free appropriate public education (including services comparable to the services described in the existing IEP) until the District:

A. Reviews and adopts the child's IEP from the previous district, or

B. Develops, adopts, and implements a new IEP. [34 C.F.R. 300.323]

For a child with an IEP who transfers into the District from another state, the District, in consultation with the parents, will provide a free appropriate public education (including

services comparable to the services described in the existing IEP) until the District:

- A. Conducts an evaluation for eligibility for special education in Arizona, or determines that such an evaluation is unnecessary; and
- B. Develops, adopts, and implements a new IEP, if appropriate. [34 C.F.R. 300.323]

To facilitate the transition of a child enrolling from another school system, either from within or from outside of Arizona, the District will take reasonable steps to promptly obtain the child's education records, including all records pertaining to special education, from the previous school system in which the child was enrolled. [34 C.F.R. 300.323]

When a records request is received from another district, from either within or outside of Arizona, the District will promptly respond to the request. [34 C.F.R. 300.323]

In developing each child's IEP, the IEP team will consider:

- A. The strengths of the child and the concerns of the parents for enhancing the education of their child;
- B. The results of the initial or most recent evaluation of the child; and
- C. The academic, developmental, and functional needs of the child. [34 C.F.R. 300.324]

In consideration of special factors, the IEP team will:

- A. In the case of a child whose behavior impedes his or her learning or that of others, consider the use of positive behavioral interventions and supports, and other strategies to address that behavior;
- B. In the case of a child with limited English proficiency, consider the language needs of the child as those needs relate to the child's IEP;
- C. In the case of a child who is blind or visually impaired, provide for instruction in Braille and the use of Braille unless the IEP team determines, after an evaluation of the child's reading and writing skills, needs, and appropriate reading and writing media (including an evaluation of the child's future needs for instruction in Braille or the use of Braille) that instruction in Braille or the use of Braille is not appropriate for the child;
- D. Consider the communication needs of the child, and in the case of a child who is deaf or hard of hearing, consider the child's language and communication needs, opportunities for direct communication with peers and professional personnel in the child's language and communication mode, academic level and full range of needs, including opportunities for direct instruction in the child's language and communication mode;
- E. Consider whether the child requires assistive technology devices and services. [34 C.F.R. 300.324]

The regular education teacher of a child with a disability, as a member of the IEP team, will, to the extent appropriate, participate in the development, review, and revision of the child's IEP, including the determination of:

- A. Appropriate positive behavioral interventions and strategies for the child; and
- B. Supplementary aids and services, program modifications, and/or supports for school personnel that will be provided for the child, consistent with §300.320(a)(4). [34 C.F.R.

300.324]

In making changes to the IEP after the annual IEP meeting, the parent and the District may agree to amend the IEP without a meeting for the purpose of making those changes and, instead, develop a written document to amend or modify the child's current IEP. The District will:

- A. Inform all members of the child's IEP team of those changes, and
- B. Upon request, provide the parents with the revised copy of the IEP. [34 C.F.R. 300.324]

To the extent possible, the District will encourage the consolidation of evaluation, reevaluation and IEP meetings for a child. [34 C.F.R. 300.324]

The District ensures that the IEP team reviews the child's IEP periodically, but not less than annually, to determine if goals are being achieved, and revise the IEP, when appropriate, to address:

- A. any lack of expected progress toward the annual goals and in the general education curriculum, if appropriate;
- B. the results of any reevaluation;
- C. information about the child provided to, or by the parents;
- D. the child's anticipated needs, or other matters. [34 C.F.R. 300.324]

If a participating agency other than the District fails to provide the transition services in an IEP, the District will reconvene the IEP team to identify alternative strategies to meet the child's transition outcomes. [34 C.F.R. 300.324]

Before the District places a child with a disability in a private school or facility, the District will initiate and conduct a meeting to develop an IEP for the child and ensure that a representative of the private school or facility attends the meeting in person or by conference call. [34 C.F.R. 300.325]

Subsequent IEP reviews may be initiated and conducted by the private school at the discretion of the District. However, the District ensures that:

- A. The parents and District representative are involved in any decisions about the child's IEP; and
- B. They agree to any proposed changes in the IEP before those changes are implemented. [34 C.F.R. 300.325]

The District remains responsible to ensure FAPE to a child placed by the District in a private school or facility. [34 C.F.R. 300.325]

The District ensures that the parents of a child with a disability are members of any group that makes decisions on the educational placement of their child. [34 C.F.R. 300.327]

The District shall establish, implement, and make available to its school-based personnel and parents written procedures for the development, implementation, review, and revision of IEPs. [A.A.C. [R7-2-401.G](#)]



Procedures for IEPs shall meet the requirements of the IDEA and its regulations, the state statutes, and the State Board of Education rules. [A.A.C. [R7-2-401.G](#)]

Procedures shall include the incorporation of Arizona academic standards as adopted by the State Board of Education into the development of each IEP and address grade-level expectations and grade-level content instruction. [A.A.C. [R7-2-401.G](#)]

### **Least Restrictive Environment**

The District ensures that special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. [34 C.F.R 300.114]

The District will make available a continuum of alternative placements to meet the needs of children with disabilities for special education and related services. [34 C.F.R 300.115]

The continuum of alternative placements will include:

- A. Instruction in regular classes, special classes, special schools, home instruction, and instruction in hospital and institutions;
- B. Supplementary services, such as a resource room or itinerant instruction, to be provided in conjunction with regular class placement.

The placement decision for each child will be:

- A. Made by a group that includes the parents and other persons knowledgeable about the child, the meaning of the evaluation data, and the placement options;
- B. In conformity with the least restrictive environment (LRE) provisions of the IDEA regulations;
- C. Determined at least annually;
- D. Based on the child's IEP; and,
- E. As close as possible to the child's home. [34 C.F.R 300.115]

Unless the IEP of a child requires some other arrangement, the child will be educated in the school that he or she would attend if not disabled. [34 C.F.R 300.115]

In selecting the LRE, consideration will be given to any potential harmful effect on the child or on the quality of services that she/he needs. [34 C.F.R 300.115]

A child with a disability will not be removed from age-appropriate regular classrooms solely because of needed modifications in the general education curriculum. [34 C.F.R 300.115]

In providing or arranging for the provision of nonacademic and extracurricular services and activities, including meals, recess periods, and other nonacademic activities, the District ensures that each child with a disability participates with nondisabled children in the extracurricular services and activities to the maximum extent appropriate to the needs of that child. [34 C.F.R 300.117]

The District ensures that the supplementary aides and services determined by the IEP team to be appropriate and necessary are provided to allow the child to participate in nonacademic

settings. [34 C.F.R 300.115]

The District shall establish, implement, and make available to its school-based personnel and parents, written procedures to ensure the delivery of special education services in the least restrictive environment as identified by IDEA and its regulations, the state statutes, and the State Board of Education rules. [A.A.C. [R7-2-401](#).H]

A continuum of services and supports for students with disabilities shall be available through the District. [A.A.C. [R7-2-401](#).H]

### **Procedural Safeguards**

The District ensures that the parents of a child with a disability shall be given an opportunity to inspect and review all education records with respect to the identification, evaluation, educational placement, and the provision of FAPE to the child. [34 C.F.R. 300.501]

The District ensures that the parents of a child with a disability shall:

- A. be given an opportunity to participate in meetings with respect to the identification, evaluation, educational placement and the provision of FAPE to the child.
- B. be provided notice consistent with §300.322 to ensure they have opportunity to participate in meetings.
- C. be members of any group that makes decisions on the educational placement of their child. [34 C.F.R. 300.501]

If neither parent can participate in a meeting in which a decision is to be made relating to the educational placement of their child, the District must use other methods to ensure their participation, including individual or conference telephone calls, or video conferencing. [34 C.F.R. 300.501]

A placement decision may be made by a group without the involvement of the parent, if the District is unable to obtain the parent's participation and has maintained a record of its attempts to ensure their involvement. [34 C.F.R. 300.501]

The parents of a child with a disability have the right to obtain an independent educational evaluation of their child. The District must provide to parents, upon request for an independent educational evaluation:

- A. Information about where an independent educational evaluation may be obtained; and
- B. The District criteria applicable for independent educational evaluations. District criteria for the independent educational evaluation must be the same as the criteria the District uses when it conducts an evaluation, to the extent consistent with the parent's right to an evaluation. [34 C.F.R. 300.502]

A parent has the right to an independent educational evaluation at public expense if the parent disagrees with an evaluation obtained by the District. If a parent requests an independent educational evaluation at public expense, the District must, without unnecessary delay, either:

- A. File for a due process hearing to show that its evaluation is appropriate; or
- B. Ensure that an independent educational evaluation is provided at public expense, unless the District demonstrates in a hearing that the evaluation obtained by the parent did not meet District criteria. [34 C.F.R. 300.502]

If a due process hearing decision is that the District's evaluation is appropriate, the parent still has the right to an independent educational evaluation, but not at public expense. [34 C.F.R. 300.502]

If a parent requests an independent educational evaluation, the District may ask for the parent's reasons for the objections, but may not require the parent to provide an explanation and may not unreasonably delay either providing the independent educational evaluation at public expense or filing a request for due process to defend its evaluation. [34 C.F.R. 300.502]

A parent is entitled to only one (1) independent educational evaluation at public expense each time the District conducts an evaluation with which the parent disagrees. [34 C.F.R. 300.502]

The results of any independent educational evaluation which is obtained by or provided to the District:

- A. Must be considered by the District, if it meets District criteria, in any decision with respect to the provision of FAPE to the child; and
- B. May be presented by any party as evidence in a due process hearing. [34 C.F.R. 300.502]

If a hearing officer requests an independent educational evaluation as part of a due process hearing, the cost of the evaluation must be at public expense.

Written notice must be given to the parents of a child with a disability a reasonable time after the District:

- A. Proposes to initiate or change the identification, evaluation or educational placement of the child or the provision of FAPE to the child; or
- B. Refuses to initiate or change the identification, evaluation or educational placement of the child or the provision of FAPE to the child. [34 C.F.R. 300.503]

Such notice shall occur before the proposal or refusal action is implemented.

The notice must include:

- A. A description of the action proposed or refused by the District;
- B. An explanation of why the District proposes or refuses to take the action;
- C. A description of each evaluation procedure, assessment, record or report the District used as a basis for the proposed or refused action;
- D. A statement that the parents of a child with a disability have protection under the procedural safeguards of this part and, if this notice is not an initial referral for evaluation, the means by which a copy of a description of the procedural safeguards can be obtained;
- E. Sources for parents to contact to obtain assistance in understanding the provisions of this part;
- F. A description of other options that the IEP team considered and the reasons why those options were rejected;

G. A description of other factors that are relevant to the District's proposal or refusal. [34 C.F.R. 300.503]

The notice must be written in language understandable to the general public, provided in the native language or other mode of communication used by the parent. [34 C.F.R. 300.503]

If the native language or other mode of communication used by the parent is not a written language, the District ensures:

- A. ~~the~~ The notice is translated orally or by other means to the parent in his or her native language or other mode of communication;
- B. That the parent understands the content of the notice;
- C. That there is written evidence of these requirements. [34 C.F.R. 300.503]

A copy of the procedural safeguards available to the parent of a child with a disability must be given to the parents only one (1) time a school year, except that a copy also must be given to the parents:

- A. Upon initial referral or parent request for evaluation;
- B. Upon receipt of a first complaint to the state or first request for a due process hearing in a school year;
- C. When a disciplinary change of placement /removal has been initiated;
- D. Upon request by a parent. [34 C.F.R. 300.504]

The procedural safeguards notice must include a full explanation of all the procedural safeguards available under §300.148, §§300.151 through 300.153, §300.300, §§300.502 through 300.503, §§300.505 through 300.515, §300.520, §§300.530 through 536, and §§300.610 through 300.625 relating to:

- A. Independent educational evaluations;
- B. Prior written notice;
- C. Parental consent;
- D. Access to education records;
- E. Opportunity to present and resolve complaints through the due process hearing and state complaint procedures, including;
  - 1. The time period in which to file a complaint;
  - 2. The opportunity for the District to resolve the complaint;
  - 3. The difference between due process hearing and state complaint procedures, jurisdictions, issues that may be raised, timelines, and relevant procedures.
- F. The availability of mediation;
- G. The child's placement during the due process hearing;

- H. Procedures for students subject to placement in an interim alternative educational setting;
- I. Requirements for unilateral placements by parents of children in private schools at public expense;
- J. Due process hearings including requirements for disclosure of evaluation results and recommendations;
- K. Civil actions, including timelines;
- L. Attorney fees. [34 C.F.R. 300.504]

This notice must meet the same requirements for understandable language as for the written prior notice described in §300.503. [34 C.F.R. 300.504]

The parent of a child with a disability may elect to receive required notices by an electronic mail communication if the District makes that option available. [34 C.F.R. 300.505]

The District will establish procedures to allow parties to disputes, including those matters arising prior to a request for a due process hearing, to resolve disputes through mediation. Procedures will ensure that the mediation process:

- A. Is voluntary on the part of the parties;
- B. Is not used to deny or delay a parent's right to a due process hearing or any other right under the IDEA;
- C. Is conducted by a qualified and impartial mediator who is trained in effective mediation techniques. [34 C.F.R. 300.506]

The District may establish procedures to offer to parents and schools that choose not to use mediation an opportunity to meet, at a time and location convenient to the parties, with a disinterested party:

- A. Who is under contract with an appropriate alternative dispute resolution entity, or a parent training and information center, or community parent resource center;
- B. Who would explain the benefits of, and encourage the mediation process to the parents. [34 C.F.R. 300.506]

A parent or District may file a request for a due process hearing relating to the identification, evaluation or educational placement of a child with a disability. [34 C.F.R. 300.507]

The request for a due process hearing must allege a violation that occurred not more than two (2) years before the date the parent or District knew or should have known about the alleged violation. [34 C.F.R. 300.507]

The District must inform the parent of any free or low cost legal and other relevant services available in the area upon parent request. [34 C.F.R. 300.507]

The District will have procedures that require either party, or the attorney representing a party, to provide to the other party a confidential due process complaint. [34 C.F.R. 300.508]

The party filing the notice for a hearing must forward a copy of the request to the state. [34 C.F.R. 300.508]

The due process hearing complaint must include the following in order for the complaint to be heard:

- A. The name of the child;
- B. The residential address of the child;
- C. The school of attendance;
- D. A description of the nature of the problem of the child relating to the proposed or refused initiation or change, including facts relating to the problem; and
- E. A proposed resolution of the problem to the extent known and available to the party at the time. [34 C.F.R. 300.508]

The due process complaint will be deemed sufficient unless the party receiving the complaint notifies the hearing officer and the other party in writing, within fifteen (15) days of receipt of the complaint, that it believes the complaint does not meet the content requirements. [34 C.F.R. 300.508]

Within five (5) days of receipt of notice, the hearing officer must determine whether the complaint meets the requirements and notify the parties, in writing, of that determination. [34 C.F.R. 300.508]

A party may amend its due process complaint only if:

- A. The other party consents in writing and is given an opportunity to resolve the complaint through the resolution process; or
- B. The hearing officer grants permission, but in no case later than five (5) days before the due process hearing begins. [34 C.F.R. 300.508]

If a party files an amended complaint, the relevant timelines begin again. [34 C.F.R. 300.508]

If the District has not sent a prior written notice to the parent regarding the subject matter contained in the due process complaint, it must do so within ten (10) days of receiving the complaint. [34 C.F.R. 300.508]

Within ten (10) days of receiving the complaint, the receiving party will send to the other party a response that specifically addresses the issues raised in the due process complaint. [34 C.F.R. 300.508]

Within fifteen (15) days of receiving the notice of the parent's due process complaint, and prior to the initiation of a due process hearing, the District must convene a meeting with the parent and the relevant members of the IEP team who have specific knowledge of the facts identified in the complaint that:

- A. Includes a representative of the District who has District decision-making authority;
- B. May not include an attorney of the District unless the parent is accompanied by an attorney. [34 C.F.R. 300.510]

The purpose of the meeting is for the parent of the child to discuss the due process complaint, and the factual basis of the complaint, so the District has the opportunity to resolve the dispute. [34 C.F.R. 300.510]

The resolution meeting need not be held if:

- A. The parent and District agree in writing to waive the meeting; or
- B. The parent and District agree to use the mediation process. [34 C.F.R. 300.510]

The parent and the District determine the relevant IEP team members to attend the meeting. [34 C.F.R. 300.510]

If the District has not resolved the complaint to the satisfaction of the parent within thirty (30) days of the receipt of the complaint, the due process hearing may occur. The timeline for issuing a final decision begins at the end of this thirty (30) day period. [34 C.F.R. 300.510]

The failure of the parent to participate in the resolution meeting that has not been mutually agreed to be waived, will delay the timelines for the resolution process and due process hearing until the meeting is held. [34 C.F.R. 300.510]

If the District is unable to obtain the participation of the parent after reasonable efforts have been made and documented, the District may, at the conclusion of the thirty (30) day period, request the hearing officer dismiss the parent's due process complaint. [34 C.F.R. 300.510]

If the District fails to hold the resolution meeting within fifteen (15) days of receiving the complaint or fails to participate in the meeting, the parent may request that the hearing officer begin the hearing timeline. [34 C.F.R. 300.510]

The forty-five (45) day timeline for the due process hearing starts the day after:

- A. Both parties agree in writing to waive the resolution meeting; or
- B. After either the mediation or resolution meeting starts but before the end of the thirty (30) day resolution period, the parties agree in writing that no agreement is possible; or
- C. If both parties agree in writing to continue the mediation at the end of the thirty (30) day resolution period, but later, one (1) party withdraws from the mediation process. [34 C.F.R. 300.510]

If a resolution is reached at the meeting, the parties must execute a legally binding agreement that is:

- A. Signed by both the parent and District representative who has authority to legally bind the District; and
- B. Enforceable in any state court of competent jurisdiction or in a district court of the United States. [34 C.F.R. 300.510]

Either party may void the agreement within three (3) business days of the agreement's execution. [34 C.F.R. 300.510]

The child involved in the due process hearing complaint must remain in his or her current educational placement:

- A. Unless a discipline appeal has been filed as provided in §300.533;
- B. During the pendency of any administrative or judicial proceeding regarding a due process complaint notice requesting a due process hearing under §300.507; or

C. Unless the District and parents of the child agree otherwise. [34 C.F.R. 300.518]

If the complaint involves an application for initial admission to public school, the child, with the consent of the parents, must be placed in the public school until the completion of all the proceedings. [34 C.F.R. 300.518]

If the complaint involves an application for initial services for a child who has turned three (3) and transitioning from Part C to Part B, the District is not required to provide the Part C services the child had been receiving. If the child is found eligible for special education and related services under Part B, and the parent consents to the initial provision of services under §300.300(b), then the District must provide those services that are not in dispute. [34 C.F.R. 300.518]

If the hearing officer agrees with the child's parents that a change of placement is appropriate, that placement must be treated as an agreement between the state and parent for the purposes of (1)(c) of this section. [34 C.F.R. 300.518]

The District ensures that the rights of a child are protected by assigning an individual to act as a surrogate for the parents when:

- A. No parent can be identified;
- B. After reasonable efforts are made, no parent can be located;
- C. The child is a ward of the state (with no foster parent);
- D. The child is an unaccompanied homeless youth as defined by the McKinney-Vento Homeless Assistance Act. [34 C.F.R. 300.519]

The District will have a method for determining when a surrogate parent is needed and for making surrogate parent assignments. [34 C.F.R. 300.519]

The District ensures that a person selected as a surrogate parent:

- A. Is not an employee of the state, the District, or any other agency that is involved in the education or care of the child;
- B. Has no personal or professional interest that conflicts with the interest of the child the surrogate parent represents; and
- C. Has knowledge and skills that ensure adequate representation of the child. [34 C.F.R. 300.519]

In the case of an unaccompanied homeless youth, appropriate staff of emergency shelters, transitional shelters, independent living programs, and street outreach programs may be appointed as temporary surrogate parents until a surrogate parent can be appointed that meets all the requirements of this section. [34 C.F.R. 300.519]

When a child with a disability reaches age eighteen (18), unless that child has been determined to be incompetent:

- A. The District will provide any notice required by the IDEA regulations to both the child and the parents; and
- B. All rights accorded to parents under Part B of the Act transfer to the child. [34 C.F.R. 300.520]



When the rights are transferred, the District will provide notice to the child and parent of the transfer of rights. [34 C.F.R. 300.520]

The District shall establish, implement, and make available to school-based personnel and parents of students with disabilities written procedures to ensure children with disabilities and their parents are afforded the procedural safeguards required by federal statute and regulation and state statute. These procedures shall include dissemination of information to parents about the District's and the state's dispute resolution options. [A.A.C. [R7-2-401.1](#)]

**OSBORN SCHOOL DISTRICT NO. 8**  
**February 18, 2025**  
**Board Meeting**

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

**Agenda Item Number – IX-E**

**Agenda Item**

**First Review and Approval of Policy JBA—Safe Learning Environment**

For Board:     Action             Discussion             Information

**Background –**

The Governing Board at their Work Study Session of February 11, 2025, discussed at length a draft of proposed Policy JBA—Safe Learning Environment, as reviewed by district counsel Jessica Sanchez. Recommended counsel track changes were reviewed and additional changes noted. The board discussed draft is being presented for first review in the form of track changes and a clean policy for addition after a second reading.

**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 First Reading of Policy JBA—Safe Learning Environment.

## JBA - SAFE LEARNING ENVIRONMENT

The Osborn [Elementary](#) School District is committed to ensuring a safe, inclusive, and welcoming environment for all students and families. This policy outlines our commitment to protecting the rights and well-being of every member of our school community. All district employees, contractors, volunteers, and any other individuals or entities interacting with the District or its students on district premises or at district-sponsored events are responsible for providing a safe learning environment.

1. **Non-Discrimination:** Consistent with Policy JB, Equal Educational Opportunities, the District does not discriminate based on national origin, ethnicity, race, or religion. Every student has the right to an education, regardless of their background, circumstances, or immigration status.

2. **Enrollment:** Consistent with Policies JF, Student Admissions; JFAA, Admission of Resident Students; and JFAB, Tuition/ Admission of Nonresident Students, school personnel shall not collect, maintain, or inquire about a student or the family's immigration status, and enrollment decisions shall not be based on immigration status. "Residency" for the purposes of tuition pertains to domicile within Arizona and not immigration status.

3. **Safe Environment:** In order to promote a safe learning environment for all students, immigration enforcement officers [Immigration Customs and Enforcement (ICE), Customs and Border Protection (CBP), or any other law enforcement official enforcing immigration laws] shall not be permitted on campus unless there is an exigent circumstance [or unless a judicial warrant is presented to authorized school personnel](#).

4. **Promoting Inclusion:** The District actively promotes tolerance, inclusion, and cultural richness within our district. All learners, regardless of their backgrounds, are embraced and supported.

5. **Future policy development:** The District shall not adopt or implement policies, practices, or procedures that exclude students from school, based on their or their parents' or guardians' actual or perceived immigration status or other actual or perceived characteristics, including nationality, race or ethnicity, religion, [or any other protected class or characteristic](#) ~~disability status, gender, gender identity, gender expression, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.~~ Furthermore, District personnel shall treat all students equitably in the receipt of all school services, including, but not limited to, the free and reduced meal program, transportation, and educational instruction.

6. **Partnerships with Law Enforcement:** In accordance with these principles and general District policies restricting visitor access to school sites for school-related purposes only, the District shall deny all requests by law enforcement officers, including immigration authorities, for access to a school site or to interview a student regarding non-school-related matters except where required by JIH, Student Interrogations, Searches, and Arrests.

Given the particular threat non-school-related law enforcement activities—including immigration enforcement—pose to the learning environment, these requests shall be immediately forwarded to

the District Superintendent and District legal counsel. Any request from immigration officers to access a student shall be referred to the Superintendent and the District's legal counsel, who shall review the request and make a decision on whether facilitating such access will conflict with District policy or applicable law. The Superintendent is authorized to develop procedures for the interview of students or employees by law enforcement for an immigration related purpose. Such procedures shall include: obtaining and verifying law enforcement credentials and obtaining a copy of any judicial warrants prior to granting access to any students or staff. Procedures shall also include designating appropriate spaces for law enforcement interviews, monitoring interviews, and contacting parents/legal guardians of students to be interviewed.

The District shall not enter into agreements with state or local law enforcement agencies, or any federal agency, to use District resources, including personnel, to conduct or support immigration enforcement activities. Where the District has an arrangement with an outside law enforcement agency to station law enforcement officers on District campuses, the District shall attempt to enter into, or take steps to revise any already-existing, memorandum of understanding with that external law enforcement agency stating that its officers shall not participate in immigration enforcement efforts on campus. This means that the District will request that such law enforcement agencies agree that, when stationed at District schools, its law enforcement officers shall not:

- hold individuals in custody on detainers issued by federal immigration authorities;
- respond to notification or transfer requests from federal immigration authorities;
- make arrests based on civil immigration warrants; or
- facilitate the use of campus facilities for immigration enforcement purposes.

8. **Access to student records:** Pursuant to Policy JR, Student Records, the District will not disclose student records without the written consent of a student's parent or guardian, unless it must do so 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, unless directed otherwise by a court of competent jurisdiction and in accordance with the Family Educational Rights and Privacy Act (FERPA).<sup>\*</sup> If presented with such a request, including an ICE Administrative Subpoena<sup>\*\*</sup>, the District's legal counsel General Counsel shall make a determination whether a response is required by law. In the event the law enforcement agency seeks to enforce a subpoena for the records in court, the District is authorized to oppose that motion and may appeal a court order enforcing the subpoena. The District will comply with any final court order enforcing a subpoena for access to records.

9. **Access to student records for local Law Enforcement Partners:** No Osborn records are to be released to local law enforcement and other partners without prior authorization from the Superintendent. When approved, information contained will be used for emergency situations and will not be disseminated outside local law enforcement or used for immigration purposes.

10. **Harassment Prohibited:** The [District prohibits harassment and discrimination based on national origin, ethnicity, race, or religion. Any allegations of discrimination or harassment should be immediately referred to the Superintendent pursuant to Policy JB, Equal Educational Opportunities.](#)

## 11. Reporting and accountability:

- All incidents involving law enforcement or requests for information regarding immigration status will be documented by the Superintendent or designee, as outlined in ARS 15-1042
- The District will provide regular reports to the Governing Board to ensure transparency and accountability.

### Implementation and Reporting

- The Superintendent shall ensure compliance with this policy [and is authorized to develop regulations consistent with this Policy](#)
- **JBA-R** will detail standardized training and communication practices to comply with this policy.

\*FERPA authorizes, but does not require, the District's voluntary disclosure of student directory information. The District will refuse any informal request for voluntary disclosure of student directory information [that is not for a school-sanctioned purpose](#).

\*\*"ICE Administrative Subpoena" is a subpoena to require the testimony of witnesses or production of records.

### CROSS REF.:

AC - Nondiscrimination

JB- Equal Educational Opportunities

JF- Student Admissions

JFAA- Admission of Resident Students

JFAB- Tuition/ Admission of Nonresident Students

JIH - Student Interrogations, Searches, and Arrests

JR- Student records

**JBA- R**  
**SAFE LEARNING ENVIRONMENT HAVEN REGULATION**

In order to comply with the Safe Learning Environment Policy, the Superintendent or designee will ensure that the following takes place annually:

1. School administrators are trained in the District's Safe Learning Environment, Non-Discrimination, and Equal Educational Opportunities policies. Training will include policy compliance expectations and local resources for support. Training will also clarify communication and information-sharing procedures with law enforcement and immigration officials, and will cover the following policies:

1. AC - Nondiscrimination
2. JB- Equal Educational Opportunities
3. JBA - Safe Learning Environment
4. JF- Student Admissions
5. JFAA- Admission of Resident Students
6. JFAB- Tuition/ Admission of Nonresident Students
7. JIH - Student Interrogations, Searches, and Arrests
8. JR- Student Records

2. All front office staff and teachers will be trained the Safe Learning Environment, Non-Discrimination, and Equal Educational Opportunity policies. Training will include policy compliance expectations and local resources for support. Training will also clarify communication and information-sharing procedures with law enforcement and immigration officials, and will cover the following policies:.

1. AC - Nondiscrimination
2. JB- Equal Educational Opportunities
3. JBA - Safe Learning Environment
4. JF- Student Admissions
5. JFAA- Admission of Resident Students
6. JFAB- Tuition/ Admission of Nonresident Students
7. JIH - Student Interrogations, Searches, and Arrests
8. JR- Student Records
9. JR- Student records

3. If Law Enforcement officers must make an arrest on campus, every effort will be made by school administration to limit use of restraints if possible, visibility, and impact of the action on the individual in question and on the school community. This might include working with Law Enforcement on appropriate timing and location for such an arrest.

4. Information regarding Policies AC, Nondiscrimination; JB, Equal Educational Opportunities; and JBA, Safe Learning Environment the Safe Haven, and the accompanying regulations will always be available to families in hard copy and digital formats. Additionally, the district will share “Know your Rights” resources for students and families on the district website and in the parent handbook. Information will also include contact information for related concerns and complaints.
5. Partner organizations that work in our schools will also be trained on or provided copies of Policies AC, Nondiscrimination; JB. Equal Educational Opportunities; and JBA, Safe Learning Environment annually through the MOU revision process.

The Superintendent will create opportunities to listen to the needs of students and families by hosting meetings and engaging in conversations so that the District can learn from those who are impacted before the District assumes what actions to take.

# JBA- E

## Exhibit

### CHECKLIST ICE/CBP PRESENCE ON CAMPUS

This document is being provided to ensure that school staff can effectively comply with existing laws and regulations pertaining to campus safety and student rights.

#### Step 1: Notify Leadership

##### If ICE/CBP arrives unannounced:

- Immediately notify the campus Principal
- Principal will immediately notify the Superintendent
- Contact Legal Counsel
- Superintendent must notify the Board President **ASAP**.

##### If there is advance notice of ICE/CBP arrival:

- Confirm the urgency of ICE/CBP's arrival or impending arrival.
- Immediately notify the campus Principal
- Principal will immediately notify the Superintendent
- Principal or Superintendent will contact legal counsel
- Superintendent must notify the Board President **ASAP**.

#### Step 2: Meet Officials at Entry Point

- Designated staff should meet ICE/CBP officials at the entry to campus property and only designated staff should be the ones to communicate with ICE/CBP. The designated staff for my school are:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

#### Step 3: Gather Information from CBP or ICE Officials

Complete the following details:

- Name(s) of official(s): \_\_\_\_\_
- Title(s): \_\_\_\_\_
- Badge number(s): \_\_\_\_\_
- Rank(s): \_\_\_\_\_
- Number of officials: \_\_\_\_\_
- Time of arrival: \_\_\_\_\_
- Contact Information if follow up is necessary: \_\_\_\_\_



- Details of the warrants/orders (type, purpose, specifics)(if applicable): \_\_\_\_\_
- Details of any “exigent circumstances” (if applicable): \_\_\_\_\_

Request to review documentation/warrant they have, if any, and make a copy of the document.

- Officials may be permitted to enter the school ONLY for–“exigent circumstances.” Examples of exigent circumstances include, but are not limited to:
  - the enforcement action involves a national security or terrorism matter;
  - there is an imminent risk of death, violence, or physical harm to any person or property;
  - the enforcement action involves the immediate arrest or pursuit of a dangerous felon, terrorist suspect, or any other individual(s) that present an imminent danger to public safety; or
  - there is an imminent risk of destruction of evidence material to an ongoing criminal case.

Enforcement of immigration laws for purposes of deportation proceedings or apprehending an individual who is undocumented is not an “exigent circumstance.”

- Officials may be permitted access to a student only upon verification of a **judicial warrant**.
  - **Judicial Warrant:** A court-issued order signed by a judge, typically specifying probable cause. Judicial warrants permitting ICE officers to enter are issued by a federal court, signed by a federal judge, and will include a time frame within which the search must be conducted, a description of the premises to be searched, and a list of items to be searched for and seized. Other types of warrants, such as an administrative arrest or removal warrant issued by DHS (Form I-200 or I-205), are not judicial warrants and do not authorize DHS officers to enter private areas of the school without consent.
  - **Administrative Warrant:** Issued by a federal agency (e.g., ICE). This does **not** require school personnel to provide access to private areas of the school.
  - Designated staff should verify validity and authority warrant with legal counsel prior to compliance.
  - CBP and/or ICE officials may be allowed to wait in the front office or may provide a contact number for designated staff to reach them once legal counsel has verified the warrant.

#### Step 4: Isolate and Document

- If a **judicial warrant** is presented:
  - Escort officials to a **designated, secure location** away from students and staff.
  - Notify District Leadership immediately.
  - Film the interaction from start to finish, ensuring multiple angles are captured.

- Ensure the isolated location has security cameras for additional documentation.
- If an **administrative warrant** is presented:
  - Inform officials that compliance is not required and that such warrant does not mandate access to private areas of the school and that entry to the campus is not permitted without a judicial warrant.
  - Notify District Leadership for further instructions.

### **Step 5: If Student-Specific Information or Records are Requested**

- If officials request information about a specific student:
  - Inform them that under **FERPA**, neither student records, nor personally identifiable information can be shared without a court order or subpoena
- If a court order or subpoena is presented and that requests educational records or personally identifiable information
  - Inform officials that FERPA requires that school staff notify parents/legal guardians/or eligible students (adult students) of the subpoena and allow an opportunity for a protective order to be filed **before compliance with the order.**
  - Inform officials that the subpoena/court order will be provided to the District Office and/or legal counsel for processing and that an official from the District Office or legal counsel will follow up.
  - Obtain contact information from the officials so that the District can follow up on the subpoena/court order.

### **Step 6: Know and Assert Rights**

- Officials cannot conduct unreasonable search or seizure under the **Fourth Amendment**. Unless officials are responding to an exigent circumstance, a search warrant is required.
- Refer to **SB1070** (Arizona law) caselaw: Any profiling based solely on suspicion is unconstitutional.

### **Important Reminders**

- Administrative warrants **do not** give ICE/CBP authority to enter school property or access records.
- Judicial warrants must be verified carefully and handled with District Leadership's oversight.
- Maintain a professional and calm demeanor at all times.

### **Step 7: Post-Incident Documentation**

- File a detailed report summarizing the incident.
- Submit all video evidence and written documentation to the District Leadership Team.
- Schedule a follow-up debrief with staff and legal counsel if necessary.

**Designated Secure Locations:**

[Specify locations here, ensuring they are equipped with cameras and are away from high-traffic student areas.]

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This form should be distributed to all staff and regularly reviewed to ensure compliance and readiness.

*This document/exhibit was prepared by Leezah Sun for the Tolleson Union High School District and was reviewed by Udall Shumway PLC. Districts and schools are free to use this template to create their own template but should consult their own Governing Board Policies and legal counsel to ensure compliance with specific State and local laws, policies, and regulations.*

**OSBORN SCHOOL DISTRICT NO. 8**  
**February 18, 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**  
**Board Development**

For Board:     Action             Discussion             Information

**Background –**

A. Discussion of A Strategic Planning for Leaders Chapters 8, 9, and 10

**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  
February 18, 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  
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

February 18, 2025

Board Meeting

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

Agenda Item Number – XII

Agenda Item

**Future Agenda Items**

For Board:  Action  Discussion  Information

Future

**Mr. Thompson**

- Would like to see financial numbers in order to explore possible options for paid parental leave **(Being discussed in the next budget committee meeting, with minutes shared with the board)**

**Mrs. Ford**

- Would like to see all extra duty addenda for dual language **(all addenda for DL teachers is in the personnel report item IV-D-1-7 for the August 20, 2024 board packet)**
- Financial compensation for dual language to be sure they are compensated fairly **(\$500 added to annual salary if the teacher holds BLE endorsement; English DL teachers receive a \$1500 addendum for extra time for collaboration and parental meetings; \$2500 for Spanish DL teachers for translations, extra time for collaboration and parental meetings; we will present data as to compensation with other districts)**

**Mrs. Greenberg**

- Would like to find out how much time Special Education teachers are spending on meetings outside of hours. **(In future board reports we will provide an estimate of the length of time of an IEP meeting from an Osborn perspective, which can then be multiplied by the teachers case load)**

Agenda Item Number – XIII

Adjournment

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ P/F