

**OSBORN SCHOOL DISTRICT NO. 8**  
**GOVERNING BOARD MEETING**  
**April 20, 2021**

**Regular Meeting – 5:00 P.M.**  
**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 RD.**  
**PHOENIX, AZ 85013**

*The Governing Board finds that it is in the best interests of the District and its community to conduct its public meeting both through technological access in order to serve the public purpose of assisting with the minimization of the potential spread of COVID19. Members of the public may attend by calling the following number (US) [+1 260-226-8853](tel:+12602268853) PIN: 698 370 009# or viewing in a Google Meets [meet.google.com/tjt-evio-nbo](https://meet.google.com/tjt-evio-nbo) if you have an Osborn Google account. The Governing Board hereby authorizes this action to serve its goal of protecting students and staff and in the interests of safety.*

*This month's Call to the Public will be modified to comply with CDC guidelines on social distancing due to COVID-19. The public will be able to listen to the meeting live through teleconference. 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 on the Google Meets Hangout. An individual wishing to address the Governing Board must email their message or request to speak live to [lnye@osbornsd.org](mailto:lnye@osbornsd.org) by 12:00pm on Tuesday, April 20, 2021.*

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

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**I. Call to Order**

**II. Pledge of Allegiance**

**III. District Celebrations**

1. Congratulations to Mariah Kelly, selected as new Director of Student Services
2. Solano School Principal Lisa Norwood will share the year-long equity work Solano staff has engaged in and how it fits into the curriculum being shared across the school.
3. Congratulations to district professionals providing statewide professional learning at conferences: Lisa Norwood, Alexis Aguirre
4. Community Garden Grant at Longview
5. Thank you and recognition of Judi Gottschalk and work with Clarendon Butterfly Project

**IV. Consent Agenda – Approval of Items since March 16 Meeting**

- A. Ratification of Accounts Payable Vouchers
- B. Ratification of Payroll Vouchers
- C. Board Minutes
  1. April 1, 2021 Work Study

2. March 16, 2021 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. Approval of Authorized Individuals for State Surplus Property Disposals
- J. Audit Reports for Fiscal Year 2019/20
- K. Approval of reformatted, updated Job Descriptions developed by Public Sector Personnel Consultants as a result of the Classification/Compensation Study conducted in 2020
- L. Approval of E-Rate Vendor Selection for 2021-2022 School Year
- M. Approval of Emergency Procurements COVID-19 Procurements

**V. Call to the Public**

Citizens are provided time to make statements to the Board. Those wishing to make a statement should complete a "REQUEST TO ADDRESS THE GOVERNING BOARD" form and return it to the Board secretary.

You may also present a live Call to the Public on the Google Meets Hangout. An individual wishing to address the Governing Board must email their message or request to speak live to [lnye@osbornsd.org](mailto:lnye@osbornsd.org) by 12:00pm on Tuesday, April 20, 2021.

**VI. Board Presentation**

None this month.

**VII. Administrative Reports**

- 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. Student Absence Report for the month of April
- C. Substitute Teacher Report for month of March
- D. Enrollment Report

**VIII. Action Items**

- A. Approval of Bond and Override Projects
- B. Award RFP 2021.01 Multifunctional Devices, Printers, Supplies and Service
- C. Approval of District AOI application
- D. Approval of Potential Job Descriptions from ESSER Funds

**Information/Discussion Items**

- E. Budget Committee Update

**IX. Board Development**

- A. Future Board Professional Development
  1. ASBA Virtual Summer Leadership June 11, 2011

X. **Reflections/Feedback on Meeting**

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

XI. **Future Agenda Items**

XII. **Adjournment**

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

**Children want knowledge, challenge and recognition.  
Parents want independent, passionate learners in a safe environment.  
This is our mission.**

**Agenda Item Number – I/II**

**Agenda Item**

**Call to Order**

**Pledge of Allegiance**

For Board:     Action             Discussion             Information

**Background –**

**Legal**

**Financial**

**Governing Board Goals**

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

**Recommendation**

Information Only

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

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

**Children want knowledge, challenge and recognition.  
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**Agenda Item Number – III**

**Agenda Item**

**District Celebrations**

For Board:     Action                       Discussion                       Information

**Background –**

1. Congratulations to Mariah Kelly, selected as new Director of Student Services
2. Solano School Principal Lisa Norwood will share the year-long equity work Solano staff has engaged in and how it fits into the curriculum being shared across the school.
3. Congratulations to district professionals providing statewide professional learning at conferences: Lisa Norwood, Alexis Aguirre
4. Community Garden Grant at Longview
5. Thank you and recognition of Judi Gottschalk and work with Clarendon Butterfly Project

**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**

**April 20, 2021**

**Board Meeting**

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**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 2020/21 Accounts Payable Vouchers from March 1 through March 31, 2021.

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

**Osborn School District No. 8**  
**Summary of FY20 and FY21 Accounts Payable Vouchers**  
**Processed**  
**03/01/21 through 03/31/21**

Fund Title	Fund #	Total
M & O	001	248,056.47
P301 Base Pay	11	-
P301 Performance Payout	012	-
Instructional Improvement fund	20	-
Title I	100	-
Title I	101	49,127.85
Title I Targeted Support & Improvement	115	-
Title IIA - Improving Teacher Quality	140	-
Title IIA - Improving Teacher Quality	141	3,034.01
Title IV- Safe & Drug free basic	161	18,270.00
21st Century	163	1,493.14
Title III	190	-
Title III	191	-
Emergency Immigrant Funding	196	-
Title VII - Indian Ed	200	-
Idea - Basic	220	-
ARRA - IDEA BASIC	221	7,014.77
Idea - Preschool Grant	222	66.00
Idea Edisa	223	-
Idea Edisa-1 Implementation	224	-
JOHNSON-O'MALLEY	230	-
	231	-
Education for Homeless Children	280	484.70
Education for Homeless Children	281	-
Medicaid Reimb	290	188.71
PRE School Dev GRANT	320	-
Pre School Dev - Start - Up	322	-
ESSER CARES	326	-
ENROLLMENT STABILIZATION GRANT	328	-
TIF GRANT - ASU	352	-
Scoppes - Counseling Grant	376	-
Arts in Education	377	-
Race To The Top	396	-
GIFTED	450	-
RESULT BASED FUNDING	457	12,000.00
VW BUS SETTLEMENT	476	-
Safe Schools	480	-
EARLY LITERACY GRANT	472	-
School Emergency Readiness	485	-
Sch PI-Sales/Leas Over 1 YR	500	174,033.46
School Plant 1 Year/Less	505	-
Food Service	510	25,858.73
Civic Center	515	-
Community School	520	87.99
Community School Montessori	521	-
Auxiliary Operations	525	-
Extra Curr Tax Fees CR	526	918.46
Gift and Donations	530	14,850.46
Fingerprint	540	-
Insurance Proceeds	550	-
Textbooks	555	-
Indirect Costs	570	4,230.33
Unemployment Insurance	575	-
Insurance Refund	585	-
Unrestrict Capital Outlay	610	14,120.15
Bond Building funds	630	2,328.29
Energy & Water Savings	665	-
SFB BUILDING RENEWAL	691	-
Student Activities	850	-
Employee Insurance Fund	855	182,713.31
		<u>\$ 758,876.83</u>

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

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**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 2020/21 Payroll Vouchers processed from March 1 through March 31, 2021.

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

# Osborn School District No. 8

## Summary of Payroll Vouchers 03/1/21 thru 03/31/21

<b>Voucher number</b>		
<u>Fund Title</u>	<u>Fund</u>	<u>Total</u>
Maintenance & Operation	001	1,922,190.28
Proposition 301	011	103,649.68
Proposition 301	012	0.00
Instructional Improvement Fund	020	20,238.53
	71	0.00
Title I Disadvantaged Grant	100	0.00
	101	147,672.39
	115	0.00
Title I Focus School	117	0.00
Title IIA	140	0.00
	141	0.00
	160	0.00
	161	
21st CCLC Grant	163	6,719.68
Title III	190	0.00
Title III	191	5,173.41
Title VII-Indian Ed	200	5,256.38
IDEA - General Entitlement Grant	220	0.00
	221	81,526.34
IDEA-Preschol Grant	222	2,768.03
AZ Tech Assistive Technology	227	2,679.00
Johnson O'Malley	230	0.00
	231	6,683.47
McKinney Vento	280	0.00
	281	1,228.18
Medicaid Reimbursement Fund	290	44,904.95
Preschool Developmental Year 1	320	0.00
	326	19,832.52
ASU - TIF Grant	352	0.00
SCOPPEs-Counseling Grant	376	0.00
Arts in Education Grant	377	0.00
	457	19,844.02
	472	9,290.92
	480	22,410.07
Plant Fund	505	0.00
Food Service Fund	510	117,361.37
Civic Center	515	11,979.43
Community Schools	520	2,026.31
	521	2,026.27

Auxiliary Operations	525	0.00
Extra Curr Tax Fees	526	0.00
Gifts & Donations	530	0.00
Indirect Costs Fund	570	18,490.99
Intergovernmental Agreement	955	0.00
	610	0.00
	630	0.00
		<u>2,573,952.22</u>

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

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**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. April 1, 2021 Work Study Meeting
3. March 16, 2021 Regular Meeting

**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

The Regular Meeting of the Osborn School District Governing Board was called to order at 4:32 pm by Board President Aguilar.

**Present:**

Ylenia Aguilar, Board President  
Sue Corbin, Board Clerk  
Juan Carlos Flamand, Board Member  
Edward Hermes, Board Member  
Luis Peralta, Board Member  
Dr. Michael Robert, Superintendent

**Discussion/Information**

**Update On In-Person Reopening / iSchool Launch**

Mrs. Crossley provided an overview of the iSchool program and explained that with the exception of some Special Education programs, teachers are not having to simultaneously teach both in person and online classes. OMS Teachers have both online and in person classes, but the classes are not held concurrently allowing teachers to focus on only one method of teaching at a time. Mrs. Crossley shared that there are approximately 680 students enrolled in iSchool, with 17 staff and home school service providers. The program has a Google website, class dojo, ParentVUE and holds parent forums.

Principals shared that staff was glad to have students back on campus and that reopening has been smooth overall, with students wearing face masks, eating lunches in the classroom, and shorter wait times for students who ride the bus.

Mr. Hermes noted that he would like to discuss summer school including it as an agenda item at a future meeting.

**Acknowledging Community Loss Due to COVID-19**

Dr. Robert shared that he would like to open discussion and share thoughts about recognizing the community losses caused by COVID-19. President Aguilar noted that in addition to the loss of life, families have experienced loss of employment and housing and are in need of resources for support. Suggestions included a book of resources and services that can be shared with families, a moment of silence, and a memorial at school sites. Members agreed to continue this conversation with President Aguilar noting that the district has an obligation to support the students and staff as the community works towards healing.

A 10 minute break was called at 5:26.

Mr. Flamand motion to convene into Executive Session. Mr. Hermes seconded. Motion carried 5-0.

Ms. Aguilar aye  
Ms. Corbin aye  
Mr. Flamand aye  
Mr. Hermes aye  
Mr. Peralta aye

Members moved into Executive Session at 5:52 pm.

Members reconvened into Regular Session at 6:53 pm.

**Adjournment**

President Aguilar declared the meeting adjourned at 6:54pm.

Minutes submitted by:

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

\_\_\_\_\_  
Sue Corbin, Board Clerk

The Regular Meeting of the Osborn School District Governing Board was called to order at 5:02 pm by Board President Aguilar.

**Present:**

Ylenia Aguilar, Board President  
Sue Corbin, Board Clerk  
Juan Carlos Flamand, Board Member  
Edward Hermes, Board Member  
Luis Peralta, Board Member  
Dr. Michael Robert, Superintendent

**Pledge of Allegiance**

President Aguilar led the pledge.

**District Celebrations and Announcements**

**Welcome of Special Guests to Re-Launch the 2021 End of School Year**

**School Re-opening for In-person Learning and Launch of OCiS**

Noting that this was the first meeting open to the public since March of last year, Dr. Robert welcomed those in attendance both in person and virtually. He stated that with the Executive Order in place, students will return in person March 22 and the district will launch the Osborn Community iSchool.

**Gratitude for PXU Coordination of Moderna vaccine POD**

Recognizing the community effort involved, Dr. Robert acknowledged the work of Dr. Chad Geston and his Chief of Staff Isela Rivas-Reyes.

**Osborn School District Educational Foundation Recognizes Maxine Radtke**

Dr. Wilma Basnett shared that when it was announced that former Governing Board Member Maxine Radtke was retiring, foundation members came up with a collection of 5 books that will be donated to each of the Osborn K-6 schools, and 2 books that will be donated to the middle school. Noting Mrs. Radtke's most frequent mode of transportation, she shared that all of the books have a bicycle theme. Mrs. Radtke thanked the foundation adding that the donation of books is fitting as she also loves to read.

A 10 minute break was called at 5:19.

Meeting resumed at 5:29.

Dr. Robert stated that due to guests who would be making presentations it would be best to allow the presenters to speak and return to the consent agenda.

**Presentation by Adelante Healthcare**

Nurse Practitioner Charis Wilder and Pediatrician Matthias Kochmann provided an overview of Adelante Healthcare. Ms. Wilder further explained that that many of the students they see have an STD or are pregnant and one of the services they are able to provide is discussion for teens who may not be comfortable having conversation with parents. In addition to being in line with the Flash curriculum already utilized in the district, students would have health care professionals to assist.

**Presentation by Latinos in Action**

Participating virtually, Dr. Jose Enriquez presented an overview of Latinos in Action explaining that the program is an asset based practice for students in high school and middle school in 13 states. The program teaches young people to become an asset utilizing their assets and talents to give back to the community. Students are encouraged to help each other, mentor younger students, and service and curriculum that teaches students how to give back to their community.

Dr. Robert noted that as schools return to in person learning, schools will be closed to all except personnel, however, he hopes to integrate outside programming in at a later date.

**Consent Agenda – Approval of Items Since February 16 Meeting**

- A. Ratification of Accounts Payable Vouchers
- B. Ratification of Payroll Vouchers
- C. Board Minutes
  - 1. March 5, 2021 Special Meeting
  - 2. March 4, 2021 Work Study Meeting
  - 3. February 16, 2021 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
- I. Out of state travel for Cory Alexander and Kayla Anderson to Annual National Conference in Chicago, IL from July 11-14, 2021
- J. FY20 Tax Credit Update

Mr. Hermes requested additional information on the tax credit income and expenditure. Dr. Robert clarified for Mr. Hermes and explained that these funds are generated yearly through tax credits and are used for extra-curricular activities.

Mr. Hermes moved to approve. Ms. Corbin seconded. Motion carried. 5-0

Ms. Aguilar aye  
Ms. Corbin aye  
Mr. Flamand aye  
Mr. Hermes aye  
Mr. Peralta aye

**Call to the Public**

No call to the public.

In response to member Flamand's question, Dr. Robert provided clarification of the process for those wishing to address the Board.

**Board Presentation**

Dr. Shuss explained that the department undergoes yearly monitoring with a more intensive review every 5 years. Dr. Shuss reviewed the findings and corrective actions the district is taking to strengthen the areas noted. She also shared that Ms. Bailey has been providing professional development and 1:1 support for some of the new teachers.

**Administrative Reports**

No comments.

**Action/Approval**

**Recommendation to Approve 2021/22 Employee Fringe Benefit Plans**

Kairos Representative, Tara Zika provided background information on Kairos, coverages offered and changes for the 21/22 school year. She explained that due to increased costs, Kairos will be changing from Blue Cross Blue Shield to UMR which is owned by United Healthcare for medical coverage next school year. She said she anticipates the move to have minimal disruption for employees. Employees will be encouraged to consider generic options for medications and can expect to see increased co-pays for medications listed in the preferred and above categories, with 90 day options offered only through mail order. Fees for tele doc have been waived and will include dermatology and psychiatric services. Other changes include access to a nurse advocate and more robust offerings for mental wellness.

Kairos Representative Jenna Arico explained that webinars, educational videos and 1:1 appointments can be scheduled during open enrollment to assist staff in determining the best plan for their needs.

In response to member questions, Ms. Brooks stated that staff received a letter notifying them of the change. She said that Kairos has indicated that they are willing to work with doctors who may not be part of the plan and have found doctors have been receptive to joining to network.

Mrs. Toscano provided an overview of the voluntary products offered to staff noting the additional option of Identity Guard. Mrs. Toscano stated that in addition to the voluntary benefits, not covered by the district, a basic medical package will be offered at no cost to staff.

Mr. Hermes moved to approve. Mr. Flamand seconded. Motion carried 5-0.

Ms. Aguilar aye  
Ms. Corbin aye  
Mr. Flamand aye  
Mr. Hermes aye  
Mr. Peralta aye

**To Consider and, if Deemed Advisable, to Adopt a Resolution Authorizing the Issuance and Sale of School Improvement Bonds of the District**

Sandra Day from Stifel shared a presentation that informed members of valuations and tax rates. Sharing a 10 year history, she explained that the net full cash values are expected to grow an estimated 10 percent with net assessed values limited to a 5 per cent growth. The impact of these numbers will likely be seen in fiscal year 22/23, and net limited values are expected to increase by 6 percent. She further explained that the district currently has a 23 million dollar capacity which is more than enough to cover the final 3 million dollar issuance of the 50 million dollar bond from 2017. If in 2023 assessed valuations are higher than the

estimated 2 percent growth, the tax rate will be lower. Based upon a 10 year history the district has seen higher than the estimated 2 percent. She further shared that the estimated tax rates shared in the voter pamphlet for 20/21 align with information provided by the county.

In response to Mr. Hermes' question about what the money will be used for, Mrs. Toscano explained funds would primarily be used for technology life cycle replacement, buses and furniture.

Mr. Hermes moved to approve. Mr. Peralta seconded. Motion carried 5-0.

Ms. Aguilar aye  
Ms. Corbin aye  
Mr. Flamand aye  
Mr. Hermes aye  
Mr. Peralta aye

### **Audit Reports for Fiscal Year 2019/20**

Mrs. Toscano shared that results of the audit indicated a finding that involved teachers having more access to information during the school closure than necessary for attendance. Mrs. Toscano explained that when school resumed, those additional permissions were no longer in place. She shared that USFR comments included some new questions as well as some procedural processes and several items related to attendance. She stated that comments are subject to interpretation and that focus is typically on repetitive items. Mrs. Toscano further explained that the district will be focusing on attendance as this has been an ongoing issue.

Discussion took place with members Flamand and Hermes expressing a desire for additional time to review the audit document. Mr. Flamand added that the topic may be better suited for a Work Study allowing for a more in depth discussion and received confirmation that the district had time to obtain approval.

Mr. Flamand moved to table the item until the next meeting. Mr. Hermes seconded. Motion carried 5-0.

Ms. Aguilar aye  
Ms. Corbin aye  
Mr. Flamand aye  
Mr. Hermes aye  
Mr. Peralta aye

Mr. Flamand noted that unless there were issues requiring further discussion that the item could be included in the Consent Agenda.

### **Information/Discussion Items** **Budget Committee Update**

Mrs. Toscano provided highlights of the February meetings explaining that items from the first meeting in February included items already approved by the Board. The second meeting involved discussion of sustainability of funds, ESSR round II funds and salary increases.

### **Osborn Dollars in the Classroom Report**

Mrs. Toscano expressed appreciation that over 68% of dollars are being spent in the classroom. She shared that food costs were high due to COVID, but the district is trending above the state average for teacher salaries. Providing further clarification, Mrs. Toscano explained that when looking at costs, consideration of the district's high retention rate is not a factor when the state looks at overall spending for salaries. Noting the importance of the metric Mr. Flamand said he was interested to hear what it is about Osborn that makes staff stay.

### **Board Development**

#### **ASBA Virtual Equity Event, April 21-23, 2021**

Members will contact Ms. Nye know if they would like to be registered.

#### **Share Learning from NSBA Event Attended Feb 2021**

There were no comments.

### **Reflections/Feedback on Meeting**

Mr. Peralta stated that although there was a lot of information, the presentations were comprehensible, there was good conversation and the meeting ran smoothly.

Mr. Hermes enjoyed meeting in person and feels that this may be the beginning of getting back to normal.

Mr. Flamand thanked Mrs. Radtke for her ongoing commitment and willingness to mentor adding that he appreciates Mr. Peralta's insights as a teacher.

Ms. Corbin stated her appreciation for Mr. Flamand, Mr. Hermes and Mr. Peralta.

President Aguilar expressed her appreciation for the collaborative work, being a member of the Board and part of an amazing community. She was also glad to be meeting in person adding that her son is looking forward to being back to school in person and thanked Mr. Alexander for all of his work in feeding the community over the past year.

In honor of recognizing Women's Month, Dr. Robert thanked President Aguilar and Ms. Corbin for their roles in guiding the district. He also appreciated the expertise Ms. Zika brought to the Kairos presentation.

### **Future**

#### **Mr. Hermes**

- Looking at the 3 percent decrease in enrollment over the last 5 years, would like to explore strategies/ways to increase enrollment.
- Discuss ways to make Osborn a better place for teachers and staff to be parents and raise a family.
  - paid leave for parents
  - lower insurance costs for dependents
  - processes to improve staff retention following the birth of a child

**Mr. Flamand**

- Reflect on what worked and didn't work over the past year looking at district strengths and areas of improvement to understand how the district functions when facing challenges

**Ms. Corbin**

- Looking forward to visiting the schools

**Ylenia**

- Given the partnership with Adelante, would like to have a presentation with the founder of from Go with the Flow- a group that provides pads and liners for middle schools.

**Adjournment**

President Aguilar declared the meeting adjourned at 7:48 pm.

Minutes submitted by:

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Lisa Nye, Executive Assistant  
to the Superintendent and Governing Board

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Sue Corbin, Board Clerk

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

**Children want knowledge, challenge and recognition.  
Parents want independent, passionate learners in a safe environment.  
This is our mission.**

**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>
Budoff, Stacy	SPED Resource Teacher	SOL	<u>3/19/2021</u>	<u>\$8,767.44</u>
Flores, Jessica	Long Term Sub	ENC	<u>3/22/2021</u>	<u>\$130/day</u>
Garza, Hissley	Long Term Sub	LV	<u>2/25/2021</u>	<u>\$130/ day</u>
Trujillo, Cristal	Long Term Sub	<u>ENC</u>	<u>3/22/2021</u>	<u>\$130/day</u>

**NEW EMPLOYEES: CLASSIFIED**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE HIRED</u>	<u>RATE OF PAY</u>
Dagnino, Lina	Day time Custodian	M/T	3/30/2021	\$13.57
De La Huerta, Brianna	Driver in Training (Bus)	M/T	3/22/2021	\$15.97
Gutierrez, Erika	Day time Custodian	M/T	3/22/2021	\$13.57
Meza, Angela	PM Custodian	M/T	3/22/2021	\$13.57
Nelson, Juana	Driver in Training (Bus)	M/T	3/22/2021	\$15.97
Pacheco, Maria Teresa	Day time Custodian	M/T	3/22/2021	\$13.57
Pino, Monica	PM Custodian	M/T	3/22/2021	\$13.57
Watson, Kevin	Behavior Technician	MCS	4/7/2021	\$16.50
Yancy, Jasmine	Van Driver	M/T	3/22/2021	\$14.05

**RATIFY ADDENDUM TO CONTRACT**

<u>NAME</u>	<u>PROGRAM</u>	<u>AMOUNT</u>
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**PRE-APPROVAL ADDENDUM TO CONTRACT**

<u>NAME</u>	<u>PROGRAM</u>	<u>AMOUNT</u>
Anderson, Beth	Summer Academy Teacher 6/2-7/1/21	\$5,280.00
Annibale, Brenna	Summer Acaedemy Teacher 6/1-7/1/21	\$5,280.00
Archuleta, Elizabeth	Leading Art Class 4/1-5/14/21	\$800.00
Barrera-Vargas, Dayanna	Summer Academy Teacher 6/2-7/1/21	\$5,280.00
Berardi, Rhiannon	Summer Academy Teacher 6/1-7/1/21	\$5,280.00
Berkich, Elizabeth	Family Language Coordinator 4/2-4/26/21	\$400.00
Berkich, Elizabeth	Summer Academy Teacher 6/1-7/1/21	\$5,280.00
Cecena, Araceli	Summer Academy Teacher 6/2-7/1/21	\$5,280.00
Cervantes, Eddie	Summer Academy Teacher 6/1-7/1/21	\$5,280.00
Chapman, Alyssa	Data Clerk 4/2-4/5/21	\$80.00
Conway, Sean	Summer Academy Teacher 6/1-7/1/21	\$5,280.00
Elias-Ulloa, Rosaisela	Summer Academy Teacher 6/2-7/1/21	\$5,280.00
Feria, Anna	Summer Academy Teacher 6/2-7/1/21	\$5,280.00
Fletcher, Nikole	Summer Academy Teacher 6/1-7/1/21	\$5,280.00
Formanek, John	Summer Academy Teacher 6/1-7/1/21	\$5,280.00
Green. Maria	Summer Academy Teacher 6/1-7/1/21	\$5,280.00
Green. Maria	Family Language Coordinator 4/2-4/26/21	\$400.00
Green. Maria	21st Century Family Learning Instructor 3/1-4/1/21	\$400.00
Hasenstab, Stephanie	Summer Academy Teacher 6/2-7/1/21	\$5,280.00
Herscovici, Amanda	Summer Academy Teacher 6/1-7/1/21	\$5,280.00
Hess, James	Summer Academy Teacher 6/1-7/1/21	\$5,280.00
Kahl, Kayce	Summer Academy Teacher 6/2-7/1/21	\$5,280.00
Lee, Jessica	Summer Academy Teacher 6/1-7/1/21	\$5,280.00
Little, Krista	Summer Academy Teacher 6/1-7/1/21	\$5,280.00
Mange, Mirna	Summer Academy Teacher 6/1-7/1/21	\$5,280.00
O'Connell Krause, Nora	Family Encouragement Nights for 21st Century 4/7-5/16/21	\$160.00
Rivera, Rachel	Summer Academy Teacher 6/2-7/1/21	\$5,280.00
Rollins, Allison	Summer Academy Teacher 6/2-7/1/21	\$5,280.00
Sabbath, Carlee	Summer Academy Teacher 6/1-7/1/21	\$5,280.00
Saiz, Sarah	Summer Academy Teacher 6/1-7/1/21	\$5,280.00
Scilley, Theresa	Summer Academy Teacher 6/1-7/1/21	\$5,280.00
Stachel, Allison	Summer Academy Teacher 6/1-7/1/21	\$5,280.00
Staron, Jennifer	Summer Academy Teacher 6/2-7/1/21	\$5,280.00
Terriciano, Molly	Summer Academy Teacher 6/2-7/1/21	\$5,280.00
Tikovitsch, Erin	Summer Acsdemy Teacher 6/1/21-7/1/21	\$5,280.00
Tsai, Joanne	Summer Academy Teacher 6/1-7/1/21	\$5,280.00
Tsarsis, Cara	Summer Academy Teacher 6/1-7/1/21	\$5,280.00
Valles, Guillermina	Summer Academy Teacher 6/2-7/1/21	\$5,280.00
Vargas, Diana	Payroll Technician 7/1/20-2/28/21	\$6,000.00
Vehr, Rodi	Summer Academy Teacher 6/1-7/1/21	\$5,280.00

ADDITIONAL ASSIGNMENTS					
<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE</u>	<u>RATE OF PAY</u>	
Collins, Kurt	Spring Break COVID Work	M/T	3/8/2021	\$	19.26
Gonzalez, Baudelia	Extra Custodial	M/T	3/8/2021	\$	13.57
Hawkins, Christy	Spring Break COVID Work	M/T	3/8/2021	\$	12.57
Jackson, Mark	Spring Break COVID Work	M/T	3/8/2021	\$	12.77
Kong, Lilian	Native American Tutor	Curriculum	4/5/2021	\$	13.98
Lopez, Lynn Mary	Spring Break COVID Work	M/T	3/8/2021	\$	18.44
Mendizabale, Olga	Extra Custodial	M/T	3/8/2021	\$	17.09
Michel De Garcia, Manuela	Extra Custodial	M/T	3/8/2021	\$	18.46
Pena, Ismirely	Spring Break COVID Work	M/T	3/8/2021	\$	14.05
Pinon, Luz	Extra Custodial	M/T	3/8/2021	\$	13.57
Rios, Guadalupe	Extra Custodial	M/T	3/8/2021	\$	14.23
Rodriguez, Silvia	Spring Break COVID Work	M/T	3/8/2021	\$	12.37
Sanchez, Aaron	Spring Break COVID Work	M/T	3/8/2021	\$	17.61
Yancy, Frederika	Spring Break COVID Work	M/T	3/8/2021	\$	17.61

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>	
Brown, Fatima	Temp assignment-Purchasing	Accounting Tech-Purchasing	DO	3/15/2021	\$	17.22
Cano Sotelo, Maria	Cook	Baker	CN/LV	3/22/2021	\$	14.33
Jacuide, Tomas	Teacher	Long Term Sub	ENC	3/21/2021		130.00/day
Medina, Alfredo Chavez	Crossing Guard	Van Driver	M/T	3/15/2021	\$	14.05
Perez, Andres	Instructional Assistant - Longview	Instructional Assistant- Solano	SOL	3/25/2021	\$	15.16
Santos, Vanessa	Accounting Tech-Payroll	Data Manager (Temporary)	DO	3/22/2021	\$	20.95
Zuniga, Maria	Cashier	Van Driver	M/T	3/22/2021	\$	14.73

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

**RESIGNATIONS**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE</u>
Apodaca, Andre	Teacher	SOL	3/5/2021
Etsitty, Kristal	Social Worker	SOL	3/2/2021
Horvath, Grant	Computer Tech	DO	3/15/2021
Hubbard, Derek	Behavior Tech	MCS	3/5/2021
Macias, Jorge	Maintenance worker	DO	3/16/2021
Meza, Angela	PM Custodian	DO	3/23/2021
Orona, Charmaine	Resource Teacher	OMS	5/21/2021
Ruiz, Alexandra	Receptionist	DO	2/19/2021

**TERMINATIONS**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE</u>
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**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>
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**MILITARY LEAVE:**

<u>NAME</u>	<u>REASON</u>	<u>LOCATION</u>	<u>DATE</u>
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OSBORN SCHOOL DISTRICT NO. 8

April 20, 2021

Board Meeting

Children want knowledge, challenge and recognition.
Parents want independent, passionate learners in a safe environment.
This is our mission.

Agenda Item Number – IV-E

Agenda Item

Donations

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

Background –

Table with 4 columns: Donor, Donation, Location, Estimated Value. Rows include Sean Montañó Greene, Phoenix West Rotary, Changing Hands Bookstore, Clegg Trust & Janice Clegg TTE, Carol Buck & Ashaell Serrine, Kathy Gailey, Pamala and Gerald Jones.

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: Sean Montano Greene  
(PLEASE PRINT)

REPRESENTING (FIRM, CORPORATION): \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS 848 Weldon Ave.

CITY Phoenix, AZ ~~85013~~ STATE AZ ZIP 85013

PHONE NUMBER (HOME) \_\_\_\_\_ (OFFICE) \_\_\_\_\_

SCHOOL REQUESTING ACCEPTANCE Encanto

PRINCIPAL SIGNATURE Jelyu Cervier DATE 3.16.21

DONATED ITEM:

DESCRIPTION 40 potted plants and watering cans for classroom jobs as part of Conscious Discipline implementation.

SERIAL # \_\_\_\_\_

ESTIMATED VALUE \$1,061.42

ROOM #/LOCATION OF ITEM Every classroom and special area class, plus one in the SEL classroom and one in each SPED room.

BUSINESS OFFICE/PROPERTY CONTROL

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

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

Dig It Gardens

(602) 812-7476  
hello@digphx.com



# INVOICE

**BILL TO**

Melinda Riddle  
Encanto School  
1420 W. Osborn Rd  
Phoenix, AZ 85013

**INVOICE #** 1232

**DATE** 03/11/2021

**DUE DATE** 03/11/2021

**TERMS** Due on receipt

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ACTIVITY	QTY	RATE	AMOUNT
<b>Custom Interior Plant Arrangement</b> Includes: 1 ZZ Plant, Modern Terra Cotta Container and White Marble Pebble Top Dressing	40	24.95	998.00T
<b>56oz Watering Can - Teal Color</b>	40	5.00	200.00T

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SUBTOTAL	1,198.00
TAX (8.6%)	103.02
DISCOUNT 20%	-239.60
TOTAL	1,061.42
BALANCE DUE	<b>\$1,061.42</b>

**OSBORN SCHOOL DISTRICT #8**  
**REQUEST FOR ACCEPTANCE OF**  
**DONATIONS AND GIFTS**

NAME OF INDIVIDUAL MAKING DONATION: Wilma Barnett  
(PLEASE PRINT)

REPRESENTING (FIRM, CORPORATION): Phoenix West Rotary

SIGNATURE \_\_\_\_\_

ADDRESS 25 W. San Juan

CITY Phoenix STATE AZ ZIP 85013

PHONE NUMBER (HOME) \_\_\_\_\_ (OFFICE) \_\_\_\_\_

SCHOOL REQUESTING ACCEPTANCE district wide

PRINCIPAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DONATED ITEM:**

DESCRIPTION see attached list

SERIAL # \_\_\_\_\_

ESTIMATED VALUE \$290.84

ROOM #/LOCATION OF ITEM \_\_\_\_\_

**BUSINESS OFFICE/PROPERTY CONTROL**

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

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

Books Donated to OSD in Honor of Zoom Speakers for Phoenix West Rotary		
	Author	
Bear Island	Matthew Cordell	\$18.99
The Cat Man of Aleppo	Irene Latham/Karim Shamsi-Basha	\$17.99
Don't Let Them Disappear, 12 Endangered Species Across the Globe	Chelsea Clinton	\$17.99
Grand Canyon	Jason Chin	\$19.99
Follow the Moon Home, A Tale of One Idea, Twenty Kids, and a Hundred Sea Turtles	Phillippe Cousteau and Deborah Hop	\$16.99
Fry Bread, A Native American Family Story	Kevin Noble Maillard	\$18.99
I Dissent, Ruth Bader Ginsburg Makes Her Mark	Debby Levy	\$18.99
Last Stop on Market Street	Matt De La Peña	\$18.99
Locomotive	Brian Floga	\$19.99
Lonely Polar Bear	Khoa Le	\$14.99
Marshmallow	Clare Turlay Newberry	\$16.99
Not for Me Please, I Choose to Act Green	Maria Godsey	\$15.99
One Plastic Bag, Isasou Ceesay and the Recycling Women of the Gambia	\$19 Miranda Paul	\$19.99
Scribble Stones	Diane Alber	\$17.99
She Persisted, 13 American Women Who Changed the World	Chelsea Clinton	\$17.99
Turning Pages, My Life Story, Sonia Sotomayor	Sonia Sotomayor	\$17.99
_____		
Approximate Value		\$290.84

**OSBORN SCHOOL DISTRICT #8**  
**REQUEST FOR ACCEPTANCE OF**  
**DONATIONS AND GIFTS**

NAME OF INDIVIDUAL MAKING DONATION: Emmy Widener  
(PLEASE PRINT)

REPRESENTING (FIRM, CORPORATION): Changing Hands Bookstore

SIGNATURE \_\_\_\_\_

ADDRESS 300 W. Camelback Rd.

CITY Phoenix STATE AZ ZIP 85013

PHONE NUMBER (HOME) 6 (OFFICE) 602-274-0067

SCHOOL REQUESTING ACCEPTANCE \_\_\_\_\_

PRINCIPAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DONATED ITEM:**

DESCRIPTION see attached list

SERIAL # \_\_\_\_\_

ESTIMATED VALUE \$300<sup>00</sup>

ROOM #/LOCATION OF ITEM \_\_\_\_\_

**BUSINESS OFFICE/PROPERTY CONTROL**

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

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

## Changing Hands Donation

<b>Title</b>	<b>Author</b>	<b>original cost</b>	
You can Count on Monsters	Richard Evan Schwartz		
I Love Learning-Things that GO			
Frozen Fever- The Best Birthday ever			
Who Would Win Horner vs Wasp	Jerry Pallotta		
Highlights-Kids Science Queqstions about animals		\$1.00	
Time for Kids- Bats	Editors of time for Klds	\$3.99	
Unraveling the History of Mummies Around the World	Sylvia Branzei	\$3.99	
Ghostopolis	Dan TenNapel	\$12.99	
Battle Bugs the Cobra Clash	Jack Patton	\$4.99	
McGrow Beware of Dog	Bob Balaban	\$4.99	
Captain Underpants and the Attack of the Talking Toilets	Dav Pilkey	\$4.99	
Paul Bunyon	Steven Kellogg	\$6.99	
Hamsters	Virginia Guidry	\$9.95	
Darth Paper Strikes Back	Tom Angleberger	\$5.99	
The strange Case of Origani Yoda	Tom Angleberger	\$4.99	
House Arrest	K. A. Holt	\$7.99	
Flush	Carl Hiaasen	\$8.99	
AVI Beyond the Western Sea-the Escape From Home		\$4.50	
AVI Beyond the Western Sea-Lord Kirkle's Money		\$4.50	
Christmas in Camelot	Mary Pope Osborne		
The Chocolate Touch	Patrick Skene Catling		
The Boxcar Children-Surprise Island	Gertrude Chandler Warner		
The Roquefort Gang	Sandy Clifford		
The Revenge of the Happy Campers	Jennifer Ziegler		
Nancy Drew Diaries-A Script for Danger	Carolyn Keene	\$6.99	
Owl Diaries Eva's Treetop Festival	Rebecca Elliott	\$4.99	
Beauty	Bill Wallace	\$5.99	
The Good Dog		\$3.99	
Cam Jansen and the Snowy Day Mystery	David Adler		
A Pinch of Magic	Kiki Thorpe	\$5.99	
National Geographic- Dog Finds Lost Dolphins	Elizabeth Carney		

## Changing Hands Donation

<b>Title</b>	<b>Author</b>	<b>original cost</b>	
Dolphine Tale 2		\$5.99	
Crash	Jerry Spinelli	\$5.50	
The Magician's Nephew	C.S. Lewis	\$5.95	
The Pet War	Allan Woodrow	\$4.99	2
The Dark Planet	Patrick Carmen	\$9.99	
Magic Puppy	Sue Bentley	\$4.99	
Zombie Dog		\$5.99	
Once Crazy Summer	Rita Williams Garcia		
Kneeknock Rise	Natalie Babbitt		2
National Velvet	Enid Bagnold	\$6.99	
The Secret Zoo- Secrets and Shadows	Bryan Chick	\$6.99	
Pet Hotel- Calling all Pets	Kate Finch	\$4.99	
Ask my Mood Ring How I feel	Diana López		
The True Gift	Patricia MacLachlan		
The Rescue princess- the Snow Jewel	Paula Harrison	\$4.99	
Penelope Crumb	Shawn Stout		
Lindsay the Luck Fairy	Daisy Meadows	\$6.99	
dolphons at Daybreak	Mary Pope Osborne	\$0.99	
Gaurdinas of Ga'Hoole	Kathryn Lasky	\$29.95	
Polar Bears Past Bedtime	Mary Pope Osborne		
Percy Jackson and the Olympians	Rick Riordan	\$7.99	
McGrowl- every dog Has HIs DAY	Bob Balaban	\$4.99	
December Secrets	Patricia Reilly Giff		
Hope the Fairy Princess	Daisy Meadows	\$5.99	
Now You See Me	Jane Mason & Sarah Hines Stephens	\$5.99	
Monster High- Lights Camera Action		\$5.99	
Chewy and Chica	Ellen Miles	\$4.99	
Ghoulfriineds Just Want to have Fun	Gitty Daneshvari	\$5.99	
Ma! There's Nothing to do Here	Batbara Park	\$15.99	
Old Turtle	Douglas Wood	\$17.99	

## Changing Hands Donation

<b>Title</b>	<b>Author</b>	<b>original cost</b>	
All Through My town	Jean riley	\$4.99	
Bob the Dog	Rodrigo Folgueira		
The Monster Who Lost his Mean	TiffanyStrelitz Haber		
Peppa and the Muddy Moon Puddles			
The Puppy Place-Lucky	Ellen Miles	\$4.99	
Wild Blue-The Story of Mustang Appaloosa	Anni Wedekind	\$5.99	
the Dark is rising	Susan Cooper	\$8.99	
Who Stole Mona Lisa	Geronimo Stilton	\$7.99	
American Girls Collection-Kit Books 1,2-6	Valerie Tripp	\$29.95	
American Girl Collection-Molly Books 4-5	Valerie Tripp	\$11.98	
Volcanoes	Stephanie Turnball	\$4.99	
Class Dismissed	Allan Woodrow	\$5.99	
Mia's Baker's dozen	Coco Simon		
Katie, Batter Up	Coco Simon		
Shrek 2			
Sadako and the Thousand Paper Cranes	Eleanor Coerr		
Feathers	Jacqueline Woosdon		
A Pup in King Arthur's Court	Joanne Blarkan		
Triplet trouble anb the Red Heart Race	Debbie Dadey & Marccia Thornton Jones	\$2.99	
The Puppy Place Bubbles and Boo	Ellen Miles	\$4.99	
Forevermore	Cindy Miles	\$6.99	
Judy Mood Around the World in 81/2 Days	Megan McDonald	\$1.99	
Leader of the Pack	Howie Dewin		
Puppy Puzzle	Ben Baglio	\$3.99	
Hampster Hotel	Ben Baglio	\$3.99	
The Puppy Place- Goldie	Ellen Miles	\$1.99	
The Puppy Place-Snowball	Ellen Miles	\$2.50	
The Puppy Place-Stella	Ellen Miles	\$4.99	
The Puppy Place- Baxter	Ellen Miles	\$2.50	
Island of Shadows	Erin Hunter	\$3.50	

## Changing Hands Donation

<b>Title</b>	<b>Author</b>	<b>original cost</b>	
Magic Puppy-Twirling Tails	Sue Bentley	\$1.95	
Marvel Adventures- Iron Man	Fred Van Lente	\$7.99	
Dalmation in the Daisies	Ben Baglio	\$3.99	
Fires of Jubilee	Alison Hart	\$4.99	
The Unwanteds	Lisa McMann	\$6.99	
The Encounter	K. A. Applegate	\$6.99	
Sting	Jude Watson	\$5.99	
Ripley's Wierd, Wierd World			
Lab to the Rescue	Howie Dewin		
The Shakespeare Stealer	Blackwood	\$6.99	
The Secret Zoo Traps and Specters	Bryan Chick	\$6.99	
Penny Dreadful is a Record Breaker	Joanna Nadin	\$5.99	
The Andalite Chronicles	K. A . Applegate	\$4.99	
Mrs. Hannah is Bananas	Dan Gurtman		
Mrs. Rooply is Loopy	Dan Gurtman		
Coach Hyatt is a Riot	Dan Gurtman	\$4.99	
Horse Diaries-Elska	Catherine Hapka	\$7.99	
The Thanksgiving Day from the Black Lagoon	Mike Thaler		
Katies New Recipe	Coco Simon		
Oh Valentine We've Lost Our Mind	Dan Gurtman		
Cupcake Diaries 3 books in 1	Coco Simon	\$8.99	
Lucy Longwhiskers Gets Lost	Daisy Meadows	\$4.99	
Ms. LaGrange is Strange	Dan Gurtman		
Ralph S. Mouse-Ralph and his Motorcyle are Going to Work	Beverly Cleary		
Runaway Ralph-Ralph is going to Summer Camp	Beverly Cleary		
Monster High The Ghoul Next Door	Lisi Harrison	\$8.99	
Just Write Here's How	Walter Dean Myers		
Peekaboo! Knock KNOck who Lives There	Sterling	\$6.95	
Welcome Spring	Andrea Posner Sanchez	\$4.99	
Whatever After If the Shoe fits	Sarah Mlynowski		

## Changing Hands Donation

<b>Title</b>	<b>Author</b>	<b>original cost</b>	
the lost Kingdom	Matthew Kirby		
My Turtle and Me	Owen Bernstein	\$9.99	
Hug Me Little Bunny			
Grace Makes it Great	Mary Casanova	\$7.99	
Camille's Mermaid Tale	Valerie Tripp	\$5.99	
Jack and the Geniuses	Bill Nye adn Gregory Mone	\$6.99	
Tooth Fairy's Night	Candice Ransom	\$3.99	
One Day in the Tropical Rainforest	Jena Craighead George	\$4.25	
TTFN	Lauren Myracle	\$6.95	
l8r, g8r	Lauren Myracle	\$6.95	
Indian Captive- the Story of Mary Jamison	Lois Kenski		
Usborne teh Pony Crazed Princess	Diana Kimpton	\$4.99	
Pumpkin's Story	Aubre Andarus	\$6.99	
Winter According to Humphrey	Betty Birney		
Diary of the Wimpy Kid Collection - 8 books	Kinney	\$111.60	
Disney Fairies collection- 11 books	Lara Bergan	\$65.89	
Ruby's Slippers	Tricia Rayburn		
Princess in Disguise	E.D. Baker	\$5.99	
Shelby's Story-a dog's Way Home Tale	W. Bruce Cameron	\$6.99	
the Bad Guys Guide to Being Good	Aaron Blabey		
the austere Academy	Lemony Snicket	\$4.99	
The Miserable Mill	Lemony Snicket	\$3.99	
The First 4 Years	Laura Ingalls Wilder		
Beezus and Ramona	Beverly Cleary	\$4.99	
Icefall	Matthew Kirby	\$6.99	
Showoff	Giordon Korman	\$8.99	
Heat	Mike Lupica		2
The Winter Hero	James Lincoln Collier & Christopher Collier	\$4.50	
The 39 clues	Jude Watson	\$9.74	
A Wrinkle in Time	Madeline L'Engle	\$8.99	

## Changing Hands Donation

<b>Title</b>	<b>Author</b>	<b>original cost</b>	
Roll of thunder, Hear me Cry	Mildred Taylor	\$4.99	
the Savage Fortress	Sarwat Chadda	\$5.99	
Beware the Bohrok	C. A. Hapka	\$4.99	
Treasure Hunter	James Patterson	7.99	
Our Only May Amelia	Jennifer Holm		
The HOur of Magic	Geronimo Stilton	\$14.95	
Lion Down	Stuart Gibbs	\$8.99	
The Hostile Hospital	Lemony Snicket	\$4.99	
Harry Potter and the Sorcerer's Stone	KJ. Rowling	\$6.99	
A Series of Unfortunate Events series- 3 books	Lemony Snicket	\$14.97	
I survived teh Bombing of Pearl Harbor	Lauren Tarshis	\$4.99	
The Boxcar Children	Gertrude Chandler-Warner		
On the Banks of Plumb Creeek	Laura Ingalls Wilder		
Sophie and the Sapphire Fairy	Daisy Meadows	\$4.99	
A Masaterpiece for Bees		\$5.99	
JoJo adn Bobo Take teh Stage	Jojo Siwa	\$6.99	
Scarlet the Garnet Fairy	Daisy Meadows	\$4.99	
Captain Underpants and the Attack of the Talking Toilets	Dav Pilkey	\$9.99	
Mayhem Manual		\$7.99	
Monumnet 14	Emmy Laybourne	\$7.00	
Popular clone	M. E. Castle		
Moo, Baa, La La La!	Sandra Boyton	\$0.99	
Barnyard Dance	Sandra Boyton	\$0.99	
Red, Blue and Yellow Yarn	Miriam Rosman		
Bats at the Beach	Brian Lies		
Killyjon Jones	Judy Schachner	\$5.99	
Naughty Claudine's Christmas	Patrick Jennings	\$16.99	
Oh What A Surprise!	Suzanne Bloom	\$16.95	
Little Red Rosie	Eric Kimmel		
I'm a Lovely Little Latina	Betty Bynum	\$16.95	

## Changing Hands Donation

<b>Title</b>	<b>Author</b>	<b>original cost</b>	
Curious Kids Guides Space		\$4.49	
You Be You	Linda Kranz	\$12.95	
Good Night Little Love	Laura Neutzling	\$8.99	
We Are A Family	Robyn Newton	\$10.99	
Pyramids	Peter Mellett		
Good Night Moon ABC	Margaret Wise Brown	\$5.00	
Animals from A to Z	Jacob Grimm		
Noah's Bark	Stephen Krensky		
A Hole in the Boat	Adi Zelichov Relevy		
Chicken Soup, Chicken Soup	Pamela Mayer		
No Baths at Camp	Tamar Fox		
Dinosaur On Passover	Diane Levin Rauchwerger		
Pirates Don't Change Diapers	David Shannon	\$4.99	
Minnie and Moo Will You Be My Valentine	Denys Cazet		
100 facts on Knights & Castles	Miles Kelly		
All I Want for Christmas Is You	Mariah Carey	\$17.99	
Fly, Butterfly	Bonnie Bader	\$3.99	
Rolie Polie Olie	William Joyce	\$17.99	
Ladder to the Moon	Maya Soetoro-Ng	\$7.99	
Stranger in the Woods	Carl Sams II	\$19.95	
Cyril and Pat	Emily Gravett	\$17.99	
What's the Big Secret	Dino Life Guides for Families	\$6.99	
Mr. Hare's Big Secret	Hannah Dale	\$16.99	
A Boy A Bear A Balloon	Brittany Rubiano		
Are You Ready for Bed?	Jane Johnson	\$14.95	
Little Bear and the Big Fight	Jutta Langreuter	\$6.95	
On Noah's Art	Jan Brett		
How to Draw Horses	Roberta Collier-Morales		
First Rain	Charlotte Herman		
Talia and the Rude Vegetables	Linda Elovitz Marshall	\$6.95	

## Changing Hands Donation

<b>Title</b>	<b>Author</b>	<b>original cost</b>	
The Shabbat Box	Lesley Simpson	\$1.99	
My Daddy Snores	Nancy Rothestein	\$5.99	
Condor's Eggs	Jonathan London	\$6.95	
Penguins	Anne Schreiber	\$3.99	
Wolves	Scholastic	\$4.99	
Fairy Stories	Disney		
Finders Keepers	Disney		
Monkey Business	Golden Books	\$3.59	
Huckleberry Finn	Mark Twain	\$1.00	
Dig Dig Digger	Gareth Lucas	\$14.99	
Super Chicken	Rebecca Purcell	\$7.99	
Home	Diane DeGroat	\$4.99	
Constellations	Chris Sasaki		
The Seed and the Giant Saguaro	Jennifer Ward	\$15.95	
Frozen		\$5.99	
Enchanted Stables	Disney		
Magical Moments	Disney		
My Very First Numbers Book	Angela Wilkes		
Tea for Ruby	Sarah Ferguson	\$16.99	
First Numbers		\$3.95	
The Telling Pool	David Clement Davies	\$19.95	
Spindles End	Robin McKinley	\$6.99	
Here, There Be Dragons	James A Owen	\$17.95	
The Hunger Games	Suzanne Collins	\$8.99	

**OSBORN SCHOOL DISTRICT #8**

**REQUEST FOR ACCEPTANCE OF  
DONATIONS AND GIFTS**

NAME OF INDIVIDUAL MAKING DONATION: Emmy Widener  
(PLEASE PRINT)

REPRESENTING (FIRM, CORPORATION): Changing Hands Bookstore

SIGNATURE \_\_\_\_\_

ADDRESS 300 W. Camelback Rd

CITY Phoenix STATE AZ ZIP 85013

PHONE NUMBER (HOME) \_\_\_\_\_ (OFFICE) \_\_\_\_\_

SCHOOL REQUESTING ACCEPTANCE Longview

PRINCIPAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DONATED ITEM:**

DESCRIPTION see attached list of books

SERIAL # \_\_\_\_\_

ESTIMATED VALUE \$17.98

ROOM #/LOCATION OF ITEM \_\_\_\_\_

**BUSINESS OFFICE/PROPERTY CONTROL**

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

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

Changing Hands donation to Longview March 2021

<b>Title</b>	<b>cost</b>
The Ballad of Tubs Marshfield	-Advance copy/not for sale \$6.99
* Ghosted-	Advance copy/not for sale \$13.99
*Stick with me-	Advance copy/not for sale \$16.99
*Mr. Corbett is in Orbit!	Advance copy/not for sale \$8.99
*Banana Fox and the Secret Sour Society	not for sale \$\$7.99
*Hound Heroes	not for sale \$9.99
*Beak & Ally	Advance Reader's/not for sale \$6.99
*Geraldine Pu	-Advance Reader's copy/not for sale \$6.99
*In a Flash-	Advance Reader's copy/not for sale \$10.99
*Janitors-Secrets of New Forest Academy	\$7.99
*The Islanders -	Advance Reader's copy/not for sale \$9.99
*Just Like That-	Advance Reader's copy/not for sale \$10.99
*The Animal Rescue Agency -	Advance Reader's copy/not for sale \$9.99
*Long Distance-	Advance Reader's copy/not for sale \$14.99
*Out of Hiding-	Advance Reader's copy/not for sale \$9.99
*Hard Boiled Bugs for Breakfast-	Advance Reader's copy/not for sale \$10.99
*Pinkie Ple and Cupcake Calamity	\$9.99
<b>Total</b>	<b>17.98</b>
Please note all but 2 were advance copies and not for sale	

**OSBORN SCHOOL DISTRICT #8**  
**REQUEST FOR ACCEPTANCE OF**  
**DONATIONS AND GIFTS**

NAME OF INDIVIDUAL MAKING DONATION: Carol Book & Ashaell R. Sivrine  
(PLEASE PRINT)

REPRESENTING (FIRM, CORPORATION): \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS 21627 N. 44<sup>th</sup> Place

CITY Phoenix STATE AZ ZIP 85050-6935

PHONE NUMBER (HOME) \_\_\_\_\_ (OFFICE) \_\_\_\_\_

SCHOOL REQUESTING ACCEPTANCE \_\_\_\_\_

PRINCIPAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DONATED ITEM:**

DESCRIPTION Check totaling - \$25.00

For Solano Marcia Bous Memorial. Solano Library  
Books

SERIAL # \_\_\_\_\_

ESTIMATED VALUE \$25

ROOM #/LOCATION OF ITEM \_\_\_\_\_

**BUSINESS OFFICE/PROPERTY CONTROL**

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

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

**OSBORN SCHOOL DISTRICT #8**  
**REQUEST FOR ACCEPTANCE OF**  
**DONATIONS AND GIFTS**

NAME OF INDIVIDUAL MAKING DONATION: Kathy Gauley  
(PLEASE PRINT)

REPRESENTING (FIRM, CORPORATION): \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS 13020 N. 36th Dr.

CITY Phoenix STATE AZ ZIP 85032

PHONE NUMBER (HOME) \_\_\_\_\_ (OFFICE) \_\_\_\_\_

SCHOOL REQUESTING ACCEPTANCE Selano

PRINCIPAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DONATED ITEM:**

DESCRIPTION Check for \$25 to be used for Selano  
Library books - Marcia Beus memorial

SERIAL # \_\_\_\_\_

ESTIMATED VALUE \$25

ROOM #/LOCATION OF ITEM \_\_\_\_\_

**BUSINESS OFFICE/PROPERTY CONTROL**

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

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

**OSBORN SCHOOL DISTRICT #8**  
**REQUEST FOR ACCEPTANCE OF**  
**DONATIONS AND GIFTS**

NAME OF INDIVIDUAL MAKING DONATION: Clegg Trst & Janice Clegg TTE  
(PLEASE PRINT)

REPRESENTING (FIRM, CORPORATION): \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS 23370 N. 74th Place

CITY Scottsdale STATE AZ ZIP 85255

PHONE NUMBER (HOME) \_\_\_\_\_ (OFFICE) \_\_\_\_\_

SCHOOL REQUESTING ACCEPTANCE \_\_\_\_\_

PRINCIPAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DONATED ITEM:**

DESCRIPTION Check totaling \$50.00

For Solano Marcia Bevs Memorial - Solano Library Books

SERIAL # \_\_\_\_\_

ESTIMATED VALUE \$50.00

ROOM #/LOCATION OF ITEM \_\_\_\_\_

**BUSINESS OFFICE/PROPERTY CONTROL**

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

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

**OSBORN SCHOOL DISTRICT #8**

**REQUEST FOR ACCEPTANCE OF  
DONATIONS AND GIFTS**

NAME OF INDIVIDUAL MAKING DONATION: Pamela + Gerald Jones  
(PLEASE PRINT)

REPRESENTING (FIRM, CORPORATION): \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS 11615 N. 50th St.

CITY Scottsdale STATE AZ ZIP 85254-4605

PHONE NUMBER (HOME) 602 996 0522 (OFFICE) \_\_\_\_\_

SCHOOL REQUESTING ACCEPTANCE \_\_\_\_\_

PRINCIPAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DONATED ITEM:**

DESCRIPTION \$50 check For Solano Marcia Beus memorial  
- Solano Library Books

SERIAL # \_\_\_\_\_

ESTIMATED VALUE \$50

ROOM #/LOCATION OF ITEM \_\_\_\_\_

**BUSINESS OFFICE/PROPERTY CONTROL**

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

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

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

**Children want knowledge, challenge and recognition.  
Parents want independent, passionate learners in a safe environment.  
This is our mission.**

**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: 3/1/2021

To Date: 3/31/2021

Fiscal Year: 2020-2021

- 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	(\$536.73)	(\$7,170,308.04)	\$7,170,308.04	\$0.00	\$7,170,308.04	0.00%
001.000.0000.2000.000.000.0000	REVENUE FROM COUNTY	\$0.00	\$0.00	(\$374,207.58)	\$374,207.58	\$0.00	\$374,207.58	0.00%
001.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	\$0.00	(\$2,162,145.87)	\$2,162,145.87	\$0.00	\$2,162,145.87	0.00%
001.000.0000.6000.000.000.0000	EXPENDITURES	\$19,725,437.00	\$2,185,382.63	\$12,008,313.31	\$7,717,123.69	\$6,483,770.28	\$1,233,353.41	6.25%
	FUND: MAINTENANCE AND OPERATION - 001	\$19,725,437.00	\$2,184,845.90	\$2,301,651.82	\$17,423,785.18	\$6,483,770.28	\$10,940,014.90	55.46%
011.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$7,923.59)	\$7,923.59	\$0.00	\$7,923.59	0.00%
011.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	\$0.00	(\$108,080.00)	\$108,080.00	\$0.00	\$108,080.00	0.00%
011.000.0000.6000.000.000.0000	EXPENDITURES	\$423,870.00	\$103,649.68	\$589,597.78	(\$165,727.78)	\$275,987.75	(\$441,715.53)	-104.21%
	FUND: P301 BASE PAY - 011	\$423,870.00	\$103,649.68	\$473,594.19	(\$49,724.19)	\$275,987.75	(\$325,711.94)	-76.84%
012.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	\$0.00	(\$216,160.05)	\$216,160.05	\$0.00	\$216,160.05	0.00%
012.000.0000.6000.000.000.0000	EXPENDITURES	\$1,174,953.00	\$0.00	\$0.00	\$1,174,953.00	\$0.00	\$1,174,953.00	100.00%
	FUND: P301 PERFORMANCE PAY - 012	\$1,174,953.00	\$0.00	(\$216,160.05)	\$1,391,113.05	\$0.00	\$1,391,113.05	118.40%
013.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	\$0.00	(\$216,160.05)	\$216,160.05	\$0.00	\$216,160.05	0.00%
013.000.0000.6000.000.000.0000	EXPENDITURES	\$2,442,228.00	\$0.00	\$0.00	\$2,442,228.00	\$0.00	\$2,442,228.00	100.00%
	FUND: P301 CLASSROOM IMPROVMENT - 013	\$2,442,228.00	\$0.00	(\$216,160.05)	\$2,658,388.05	\$0.00	\$2,658,388.05	108.85%
020.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$7,596.50)	\$7,596.50	\$0.00	\$7,596.50	0.00%
020.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	\$0.00	(\$53,389.16)	\$53,389.16	\$0.00	\$53,389.16	0.00%
020.000.0000.6000.000.000.0000	EXPENDITURES	\$500,000.00	\$20,238.53	\$112,717.22	\$387,282.78	\$54,661.53	\$332,621.25	66.52%
	FUND: INSTRUCTIONAL IMPROVEMENT FUND - 020	\$500,000.00	\$20,238.53	\$51,731.56	\$448,268.44	\$54,661.53	\$393,606.91	78.72%
100.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$1,390,748.74)	\$1,390,748.74	\$0.00	\$1,390,748.74	0.00%
100.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$0.00	\$1,939.46	(\$1,939.46)	\$0.00	(\$1,939.46)	0.00%
	FUND: TITLE I - 100	\$0.00	\$0.00	(\$1,388,809.28)	\$1,388,809.28	\$0.00	\$1,388,809.28	0.00%
101.000.0000.6000.000.000.0000	EXPENDITURES	\$1,377,594.10	\$200,453.64	\$979,238.70	\$398,355.40	\$442,347.49	(\$43,992.09)	-3.19%
	FUND: TITLE I - 101	\$1,377,594.10	\$200,453.64	\$979,238.70	\$398,355.40	\$442,347.49	(\$43,992.09)	-3.19%
115.000.0000.6000.000.000.0000	EXPENDITURES	\$57,000.00	\$0.00	\$13,500.00	\$43,500.00	\$13,500.00	\$30,000.00	52.63%
	FUND: TITLE I TARGETED SUPPORT & IMPROVEMENT - 115	\$57,000.00	\$0.00	\$13,500.00	\$43,500.00	\$13,500.00	\$30,000.00	52.63%
116.000.0000.6000.000.000.0000	EXPENDITURES	\$24,250.00	\$0.00	\$0.00	\$24,250.00	\$0.00	\$24,250.00	100.00%
	FUND: TITLE I TARGETED SUPPORT & IMPROVEMENT - 116	\$24,250.00	\$0.00	\$0.00	\$24,250.00	\$0.00	\$24,250.00	100.00%
140.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$105,496.50)	\$105,496.50	\$0.00	\$105,496.50	0.00%
140.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$0.00	\$500.00	(\$500.00)	\$0.00	(\$500.00)	0.00%
	FUND: TITLE IIA - IMPROVING TEACHER QUALITY - 140	\$0.00	\$0.00	(\$104,996.50)	\$104,996.50	\$0.00	\$104,996.50	0.00%
141.000.0000.6000.000.000.0000	EXPENDITURES	\$138,859.62	\$1,399.00	\$8,558.91	\$130,300.71	\$29,074.40	\$101,226.31	72.90%
	FUND: TITLE IIA - IMPROVING TEACHER QUALITY - 141	\$138,859.62	\$1,399.00	\$8,558.91	\$130,300.71	\$29,074.40	\$101,226.31	72.90%
160.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$98,553.45)	\$98,553.45	\$0.00	\$98,553.45	0.00%
160.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$0.00	\$16,079.92	(\$16,079.92)	\$0.00	(\$16,079.92)	0.00%
	FUND: TITLE IV - SAFE & DRUG FREE BASIC - 160	\$0.00	\$0.00	(\$82,473.53)	\$82,473.53	\$0.00	\$82,473.53	0.00%
161.000.0000.6000.000.000.0000	EXPENDITURES	\$97,234.36	\$18,405.91	\$43,318.58	\$53,915.78	\$7,625.25	\$46,290.53	47.61%
	FUND: TITLE IV - SAFE & DRUG FREE BASIC - 161	\$97,234.36	\$18,405.91	\$43,318.58	\$53,915.78	\$7,625.25	\$46,290.53	47.61%
163.000.0000.6000.000.000.0000	EXPENDITURES	\$486,000.00	\$10,317.82	\$47,516.14	\$438,483.86	\$9,522.01	\$428,961.85	88.26%

# Osborn School District

## Board Exp & Revenue Report

Fiscal Year: 2020-2021

From Date: 3/1/2021      To Date: 3/31/2021

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: 21ST CENTURY - 163	\$486,000.00	\$10,317.82	\$47,516.14	\$438,483.86	\$9,522.01	\$428,961.85	88.26%
190.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$1,647.00)	\$1,647.00	\$0.00	\$1,647.00	0.00%
190.000.0000.6000.000.000.0000	EXPENDITURES	\$56,236.50	\$0.00	\$0.00	\$56,236.50	\$0.00	\$56,236.50	100.00%
	FUND: TITLE III - 190	\$56,236.50	\$0.00	(\$1,647.00)	\$57,883.50	\$0.00	\$57,883.50	102.93%
191.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$15,112.70)	\$15,112.70	\$0.00	\$15,112.70	0.00%
191.000.0000.6000.000.000.0000	EXPENDITURES	\$48,573.62	\$5,173.41	\$32,412.34	\$16,161.28	\$13,538.16	\$2,623.12	5.40%
	FUND: TITLE III - 191	\$48,573.62	\$5,173.41	\$17,299.64	\$31,273.98	\$13,538.16	\$17,735.82	36.51%
200.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$5,256.38	\$30,068.78	(\$30,068.78)	\$15,243.69	(\$45,312.47)	0.00%
	FUND: TITLE VII - INDIAN ED - 200	\$0.00	\$5,256.38	\$30,068.78	(\$30,068.78)	\$15,243.69	(\$45,312.47)	0.00%
220.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$364,732.61)	\$364,732.61	\$0.00	\$364,732.61	0.00%
220.000.0000.6000.000.000.0000	EXPENDITURES	\$663,704.38	\$0.00	\$0.00	\$663,704.38	\$0.00	\$663,704.38	100.00%
	FUND: IDEA - BASIC - 220	\$663,704.38	\$0.00	(\$364,732.61)	\$1,028,436.99	\$0.00	\$1,028,436.99	154.95%
221.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$175,553.55)	\$175,553.55	\$0.00	\$175,553.55	0.00%
221.000.0000.6000.000.000.0000	EXPENDITURES	\$649,589.42	\$94,850.11	\$526,223.84	\$123,365.58	\$193,182.53	(\$69,816.95)	-10.75%
	FUND: IDEA BASIC - 221	\$649,589.42	\$94,850.11	\$350,670.29	\$298,919.13	\$193,182.53	\$105,736.60	16.28%
222.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$12,892.20)	\$12,892.20	\$0.00	\$12,892.20	0.00%
222.000.0000.6000.000.000.0000	EXPENDITURES	\$17,599.83	\$2,834.03	\$18,567.84	(\$968.01)	\$7,166.02	(\$8,134.03)	-46.22%
	FUND: IDEA - PRESCHOOL GRANT - 222	\$17,599.83	\$2,834.03	\$5,675.64	\$11,924.19	\$7,166.02	\$4,758.17	27.04%
223.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$8,257.33)	\$8,257.33	\$0.00	\$8,257.33	0.00%
	FUND: IDEA EDISA - 2 Training - 223	\$0.00	\$0.00	(\$8,257.33)	\$8,257.33	\$0.00	\$8,257.33	0.00%
230.000.0000.6000.000.000.0000	EXPENDITURES	\$19,894.80	\$0.00	\$2,262.09	\$17,632.71	\$0.00	\$17,632.71	88.63%
	FUND: JOHNSON-O'MALLEY - 230	\$19,894.80	\$0.00	\$2,262.09	\$17,632.71	\$0.00	\$17,632.71	88.63%
231.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$1,760.11)	\$1,760.11	\$0.00	\$1,760.11	0.00%
231.000.0000.6000.000.000.0000	EXPENDITURES	\$42,153.23	\$7,630.53	\$25,421.55	\$16,731.68	\$14,877.93	\$1,853.75	4.40%
	FUND: JOHNSON-O'MALLEY - 231	\$42,153.23	\$7,630.53	\$23,661.44	\$18,491.79	\$14,877.93	\$3,613.86	8.57%
280.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$7,708.92)	\$7,708.92	\$0.00	\$7,708.92	0.00%
280.000.0000.6000.000.000.0000	EXPENDITURES	\$25,000.00	\$0.00	\$7,142.92	\$17,857.08	\$0.00	\$17,857.08	71.43%
	FUND: EDUCATION FOR HOMELESS CHILDREN - 280	\$25,000.00	\$0.00	(\$566.00)	\$25,566.00	\$0.00	\$25,566.00	102.26%
281.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$3,491.32)	\$3,491.32	\$0.00	\$3,491.32	0.00%
281.000.0000.6000.000.000.0000	EXPENDITURES	\$25,000.00	\$1,228.18	\$13,217.67	\$11,782.33	\$9,108.30	\$2,674.03	10.70%
	FUND: EDUCATION FOR HOMELESS CHILDREN - 281	\$25,000.00	\$1,228.18	\$9,726.35	\$15,273.65	\$9,108.30	\$6,165.35	24.66%
290.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	\$9,782.87	(\$9,782.87)	\$0.00	(\$9,782.87)	0.00%
290.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$23,748.29)	(\$163,687.16)	\$163,687.16	\$0.00	\$163,687.16	0.00%
290.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$45,950.18	\$289,793.32	(\$289,793.32)	\$96,891.58	(\$386,684.90)	0.00%
	FUND: MEDICAID REIMB - 290	\$0.00	\$22,201.89	\$135,889.03	(\$135,889.03)	\$96,891.58	(\$232,780.61)	0.00%
326.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$73,243.15	\$234,634.88	(\$234,634.88)	\$95,528.64	(\$330,163.52)	0.00%
	FUND: ESSER CARES - 326	\$0.00	\$73,243.15	\$234,634.88	(\$234,634.88)	\$95,528.64	(\$330,163.52)	0.00%
328.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$7.30	\$1,153,368.41	(\$1,153,368.41)	\$11,816.30	(\$1,165,184.71)	0.00%

# Osborn School District

## Board Exp & Revenue Report

From Date: 3/1/2021

To Date: 3/31/2021

Fiscal Year: 2020-2021

- 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: ENROLLMENT STABILIZATION GRANT - 328	\$0.00	\$7.30	\$1,153,368.41	(\$1,153,368.41)	\$11,816.30	(\$1,165,184.71)	0.00%
374.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$61.31)	\$61.31	\$0.00	\$61.31	0.00%
	FUND: E-RATE - 374	\$0.00	\$0.00	(\$61.31)	\$61.31	\$0.00	\$61.31	0.00%
400.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$2,980.07)	\$2,980.07	\$0.00	\$2,980.07	0.00%
	FUND: State projects- Interest - 400	\$0.00	\$0.00	(\$2,980.07)	\$2,980.07	\$0.00	\$2,980.07	0.00%
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%
457.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	\$0.00	(\$199,468.79)	\$199,468.79	\$0.00	\$199,468.79	0.00%
457.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$31,844.02	\$128,125.25	(\$128,125.25)	\$57,812.27	(\$185,937.52)	0.00%
	FUND: RESULTS BASED FUNDING - 457	\$0.00	\$31,844.02	(\$71,343.54)	\$71,343.54	\$57,812.27	\$13,531.27	0.00%
462.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	\$0.00	(\$50,566.35)	\$50,566.35	\$0.00	\$50,566.35	0.00%
	FUND: UNDERGROUND STORAGE TANK - 462	\$0.00	\$0.00	(\$50,566.35)	\$50,566.35	\$0.00	\$50,566.35	0.00%
472.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	\$0.00	(\$189,706.19)	\$189,706.19	\$0.00	\$189,706.19	0.00%
472.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$9,290.92	\$54,297.32	(\$54,297.32)	\$26,846.97	(\$81,144.29)	0.00%
	FUND: EARLY LITERACY GRANT - 472	\$0.00	\$9,290.92	(\$135,408.87)	\$135,408.87	\$26,846.97	\$108,561.90	0.00%
480.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$32,692.60	\$219,231.61	(\$219,231.61)	\$73,637.39	(\$292,869.00)	0.00%
	FUND: SAFE SCHOOLS - 480	\$0.00	\$32,692.60	\$219,231.61	(\$219,231.61)	\$73,637.39	(\$292,869.00)	0.00%
482.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	\$0.00	(\$108,377.76)	\$108,377.76	\$0.00	\$108,377.76	0.00%
482.000.0000.6000.000.000.0000	EXPENDITURES	\$360,140.00	\$0.00	\$0.00	\$360,140.00	\$0.00	\$360,140.00	100.00%
	FUND: SCHOOL SAFETY EXPANSION - 482	\$360,140.00	\$0.00	(\$108,377.76)	\$468,517.76	\$0.00	\$468,517.76	130.09%
500.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$983.39)	(\$59,936.62)	\$59,936.62	\$0.00	\$59,936.62	0.00%
500.000.0000.5000.000.000.0000	REVENUE FROM OTHER SOURCES	\$0.00	\$0.00	(\$469.24)	\$469.24	\$0.00	\$469.24	0.00%
500.000.0000.6000.000.000.0000	EXPENDITURES	\$576,000.00	\$174,033.46	\$174,033.46	\$401,966.54	\$143,265.34	\$258,701.20	44.91%
	FUND: SCH PL-SALE/LEAS OVR 1 YR - 500	\$576,000.00	\$173,050.07	\$113,627.60	\$462,372.40	\$143,265.34	\$319,107.06	55.40%
510.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$175.59)	(\$11,548.11)	\$11,548.11	\$0.00	\$11,548.11	0.00%
510.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$789,585.76)	\$789,585.76	\$0.00	\$789,585.76	0.00%
510.000.0000.6000.000.000.0000	EXPENDITURES	\$2,750,000.00	\$156,733.29	\$1,179,924.26	\$1,570,075.74	\$536,668.00	\$1,033,407.74	37.58%
	FUND: FOOD SERVICE - 510	\$2,750,000.00	\$156,557.70	\$378,790.39	\$2,371,209.61	\$536,668.00	\$1,834,541.61	66.71%
515.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$1,796.84)	\$1,796.84	\$0.00	\$1,796.84	0.00%
515.000.0000.6000.000.000.0000	EXPENDITURES	\$204,000.00	\$11,979.43	\$64,564.24	\$139,435.76	\$22,040.00	\$117,395.76	57.55%
	FUND: CIVIC CENTER - 515	\$204,000.00	\$11,979.43	\$62,767.40	\$141,232.60	\$22,040.00	\$119,192.60	58.43%
520.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$70.00)	(\$13,250.56)	\$13,250.56	\$0.00	\$13,250.56	0.00%
520.000.0000.6000.000.000.0000	EXPENDITURES	\$15,000.00	\$2,114.30	\$9,890.65	\$5,109.35	\$5,352.81	(\$243.46)	-1.62%
	FUND: COMMUNITY SCHOOL - 520	\$15,000.00	\$2,044.30	(\$3,359.91)	\$18,359.91	\$5,352.81	\$13,007.10	86.71%
521.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$2,026.27	\$40,739.43	(\$40,739.43)	\$4,861.28	(\$45,600.71)	0.00%
	FUND: COMMUNITY SCHOOL - MONTESSORI - 521	\$0.00	\$2,026.27	\$40,739.43	(\$40,739.43)	\$4,861.28	(\$45,600.71)	0.00%
525.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$165.29)	(\$503.18)	\$503.18	\$0.00	\$503.18	0.00%
525.000.0000.6000.000.000.0000	EXPENDITURES	\$31,000.00	\$0.00	\$3,211.10	\$27,788.90	\$0.00	\$27,788.90	89.64%

# Osborn School District

## Board Exp & Revenue Report

Fiscal Year: 2020-2021

From Date: 3/1/2021      To Date: 3/31/2021

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: AUXILIARY OPERATIONS - 525	\$31,000.00	(\$165.29)	\$2,707.92	\$28,292.08	\$0.00	\$28,292.08	91.26%
526.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$131.54)	(\$9,831.54)	\$9,831.54	\$0.00	\$9,831.54	0.00%
526.000.0000.6000.000.000.0000	EXPENDITURES	\$290,000.00	\$0.00	\$0.00	\$290,000.00	\$0.00	\$290,000.00	100.00%
	FUND: EXTRA CURR TAX FEES CR - 526	\$290,000.00	(\$131.54)	(\$9,831.54)	\$299,831.54	\$0.00	\$299,831.54	103.39%
530.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$3,249.60)	(\$104,784.41)	\$104,784.41	\$0.00	\$104,784.41	0.00%
530.000.0000.6000.000.000.0000	EXPENDITURES	\$105,000.00	\$11,967.18	\$63,306.34	\$41,693.66	\$23,650.68	\$18,042.98	17.18%
	FUND: GIFTS AND DONATIONS - 530	\$105,000.00	\$8,717.58	(\$41,478.07)	\$146,478.07	\$23,650.68	\$122,827.39	116.98%
540.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$36.00)	(\$1,750.53)	\$1,750.53	\$0.00	\$1,750.53	0.00%
540.000.0000.6000.000.000.0000	EXPENDITURES	\$14,000.00	\$0.00	\$88.00	\$13,912.00	\$1,890.00	\$12,022.00	85.87%
	FUND: FINGERPRINT - 540	\$14,000.00	(\$36.00)	(\$1,662.53)	\$15,662.53	\$1,890.00	\$13,772.53	98.38%
550.000.0000.6000.000.000.0000	EXPENDITURES	\$29,000.00	\$0.00	\$0.00	\$29,000.00	\$0.00	\$29,000.00	100.00%
	FUND: INSURANCE PROCEEDS - 550	\$29,000.00	\$0.00	\$0.00	\$29,000.00	\$0.00	\$29,000.00	100.00%
555.000.0000.6000.000.000.0000	EXPENDITURES	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
	FUND: TEXTBOOKS - 555	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
565.000.0000.6000.000.000.0000	EXPENDITURES	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
	FUND: LITIGATION RECOVERY - 565	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
570.000.0000.5000.000.000.0000	REVENUE FROM OTHER SOURCES	\$0.00	\$0.00	(\$22,090.27)	\$22,090.27	\$0.00	\$22,090.27	0.00%
570.000.0000.6000.000.000.0000	EXPENDITURES	\$322,000.00	\$22,721.32	\$102,120.12	\$219,879.88	\$56,257.65	\$163,622.23	50.81%
	FUND: INDIRECT COSTS - 570	\$322,000.00	\$22,721.32	\$80,029.85	\$241,970.15	\$56,257.65	\$185,712.50	57.67%
575.000.0000.6000.000.000.0000	EXPENDITURES	\$86,000.00	\$0.00	\$16,568.56	\$69,431.44	\$3,259.94	\$66,171.50	76.94%
	FUND: UNEMPLOYMENT INSURANCE - 575	\$86,000.00	\$0.00	\$16,568.56	\$69,431.44	\$3,259.94	\$66,171.50	76.94%
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	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
610.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$873,193.57)	\$873,193.57	\$0.00	\$873,193.57	0.00%
610.000.0000.2000.000.000.0000	REVENUE FROM COUNTY	\$0.00	\$0.00	(\$51,395.74)	\$51,395.74	\$0.00	\$51,395.74	0.00%
610.000.0000.6000.000.000.0000	EXPENDITURES	\$95,644.61	\$16,328.45	\$1,119,565.94	(\$1,023,921.33)	\$123,169.95	(\$1,147,091.28)	-1199.33%
	FUND: UNRESTRICT CAPITAL OUTLAY - 610	\$95,644.61	\$16,328.45	\$194,976.63	(\$99,332.02)	\$123,169.95	(\$222,501.97)	-232.63%
630.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$71,109.29	\$1,774,968.26	(\$1,774,968.26)	\$245,059.62	(\$2,020,027.88)	0.00%
	FUND: BOND BUILDING - 630	\$0.00	\$71,109.29	\$1,774,968.26	(\$1,774,968.26)	\$245,059.62	(\$2,020,027.88)	0.00%
665.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$8,664.40)	\$8,664.40	\$0.00	\$8,664.40	0.00%
	FUND: ENERGY & WATER SAVINGS - 665	\$0.00	\$0.00	(\$8,664.40)	\$8,664.40	\$0.00	\$8,664.40	0.00%
685.000.0000.6000.000.000.0000	EXPENDITURES	\$42,000.00	\$0.00	\$0.00	\$42,000.00	\$0.00	\$42,000.00	100.00%
	FUND: DEFICIENCIES CORRECTION - 685	\$42,000.00	\$0.00	\$0.00	\$42,000.00	\$0.00	\$42,000.00	100.00%
691.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	\$1,321.91	(\$1,321.91)	\$0.00	(\$1,321.91)	0.00%
691.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	\$0.00	(\$36,742.00)	\$36,742.00	\$0.00	\$36,742.00	0.00%
691.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$12,973.92	\$1,079,063.00	(\$1,079,063.00)	\$131,687.92	(\$1,210,750.92)	0.00%
	FUND: SFB BUILDING RENEWAL - 691	\$0.00	\$12,973.92	\$1,043,642.91	(\$1,043,642.91)	\$131,687.92	(\$1,175,330.83)	0.00%

# Osborn School District

## Board Exp & Revenue Report

From Date: 3/1/2021

To Date: 3/31/2021

Fiscal Year: 2020-2021

- 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
700.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$4,035,673.08)	\$4,035,673.08	\$0.00	\$4,035,673.08	0.00%
700.000.0000.6000.000.000.0000	EXPENDITURES	\$6,800,297.00	\$0.00	\$1,000.00	\$6,799,297.00	\$0.00	\$6,799,297.00	99.99%
	FUND: DEBT SERVICE - 700	\$6,800,297.00	\$0.00	(\$4,034,673.08)	\$10,834,970.08	\$0.00	\$10,834,970.08	159.33%
850.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$12.00)	(\$6,143.55)	\$6,143.55	\$0.00	\$6,143.55	0.00%
	FUND: STUDENT ACTIVITIES - 850	\$0.00	(\$12.00)	(\$6,143.55)	\$6,143.55	\$0.00	\$6,143.55	0.00%
855.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$231,150.52)	(\$1,666,188.37)	\$1,666,188.37	\$1,830.00	\$1,664,358.37	0.00%
855.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$181,593.31	\$1,503,446.33	(\$1,503,446.33)	\$804,656.98	(\$2,308,103.31)	0.00%
	FUND: EMPL INSUR PGM WITHHOLDNG - 855	\$0.00	(\$49,557.21)	(\$162,742.04)	\$162,742.04	\$806,486.98	(\$643,744.94)	0.00%
	<b>Grand Total:</b>	\$39,739,323.75	\$3,253,169.29	\$2,789,321.64	\$36,950,002.11	\$10,035,788.66	\$26,914,213.45	67.73%

End of Report

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

**Children want knowledge, challenge and recognition.  
Parents want independent, passionate learners in a safe environment.  
This is our mission.**

**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 2020/21 Statement of Revenues and Expenditures for the Student Activities Fund from March 1 through March 31, 2021.

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

**OSBORN SCHOOL DISTRICT No. 8**  
**Statement of Revenues and Expenditures**  
**For Student Activities Fund**  
**Activity from March 1, 2021 to March 31,2021**

<u>School</u>	<u>Beginning Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Balance</u>
Clarendon	3,762.37			3,762.37
OMS	16,605.62			16,605.62
Solano	10,418.33	12.00		10,430.33
Longview	7,825.81			7,825.81
	<u>\$ 38,612.13</u>	<u>\$ 12.00</u>	<u>\$ -</u>	<u>38,624.13</u>

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

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**Agenda Item Number – IV-H**

**Agenda Item**

**Disposal of Equipment-** None this month

For Board:  Action       Discussion       Information

**Background –**

None this month

**Legal**

**Financial**

**Governing Board Goals**

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

**Recommendation**

Recommend approval of disposal of equipment as listed.

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

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

**Children want knowledge, challenge and recognition.  
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**Agenda Item Number – IV-I**

**Agenda Item**

**Approval of Authorized Individuals for State Surplus Property Disposals**

For Board:  Action  Discussion  Information

**Background**

The District utilizes the preferred disposal method for surplus property, through the State of Arizona. Recommend authorizing the following employees to drop off and sign for surplus property at the designated State of AZ surplus property locations.

Superintendent, Dr. Robert  
Chief Ops Officer, Mrs. Toscano  
Director of Facilities/Transportation, Mr. Bachler  
Lead Maintenance, Mr. Ledezma  
Maintenance Worker, Mr. Pilipovic

**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 authorized individuals for state surplus property disposals.

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

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

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**Agenda Item Number – IV-J**

**Agenda Item**

**Audit Reports for Fiscal Year 2019/20**

For Board:  Action       Discussion       Information

**Background**

Each year the district is required to have a comprehensive audit performed by an independent audit firm. John C Todd III, P.C. conducted the audit for 2019/20. The audit reports include the Financial Statements, USFR Compliance Questionnaire and Federal Single Audit. Based on advice from our audit firm, this item shall be presented for Board approval rather than information/discussion. The District's Single Audit Report included findings in Attendance Access/ Teacher Logins.

**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 2019/20 audit package as presented.

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

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

**Children want knowledge, challenge and recognition.  
Parents want independent, passionate learners in a safe environment.  
This is our mission.**

**Agenda Item Number – IV-K**

**Agenda Item**

**Approval of Reformatted, Updated Job Descriptions Developed by Public Sector Personnel Consultants as a Result of the Classification/Compensation Study Conducted in 2020**

For Board:  Action       Discussion       Information

**Background**

The reformatted, updated Job Descriptions resulted from the employee’s completion of a Position Analysis Questionnaire as part of the classification/compensation study conducted in 2020.

Updates to job descriptions are not substantive, however there is one grade change recommended (an oversight during the study) to align all district level technician positions to grade 14. Currently all accounting technicians and administrative assistants are grade 14. The oversight was not aligning the HR Technician to the same grade level 14 (currently a grade 13).

**Legal**

**Financial**

**Governing Board Goals**

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

**Recommendation**

It is recommended the Governing Board approve the updated, reformatted Job Descriptions completed by Public Sector Personnel Consultants as a result of the Classification/Compensation Study conducted in 2020. It is also recommended approval of the grade change of the HR Technician to align with all other district technicians.

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

## Accounting Technician (Payroll)

Department:	Business Services	Date Created:	03/2021
Salary Grade:	Classified Grade 14	Date(s) Modified:	
FLSA Status:	Non-exempt	Work year:	12 months

### Position Summary

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

### Job Responsibilities

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

- Assists with the preparation and process of the bi-weekly and supplemental payrolls.
- Updates and monitors automated time-keeping system with accurate employee data.
- Maintains complete and compliant records for all payroll transactions.
- Reconciles and updates employees leave bank accruals, usage and balances.
- Inputs position action requests (PARs), including addendum and extra duty contracts.
- Assists in processing mid-year changes, terms, transfers, payouts, and employee deductions.
- Assists in annual payroll set up, verifying yearly contract amounts and codes.
- Assists with the preparation and distribution of annual W2 forms.
- Assists with the preparation of quarterly and annual state and federal payroll tax reports.
- Prepares payroll deposits, process all taxes, retirement and vendor payments, including file uploads bi-weekly.
- Reconciles payroll deductions to vendor billings for accuracy
- Reconciles District bank accounts for the purpose of validating accounting records in accordance with USFR requirements
- Participates in posting, balancing and reconciling transactions to the general ledger.
- Assists other departments or positions with special projects and/or duties.
- Performs additional related duties as assigned.

### Job Requirements

#### Knowledge of –

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

#### Skill in –

- Communicate effectively verbally and in writing.
- Maintain effective working relationships with others.
- Operate a computer and related software.
- Perform arithmetic calculations quickly and accurately.

- Perform detailed reconciliations.

**Education and Experience:**

- High School Diploma or equivalent required; Associate's Degree preferred.
- Three years experience in payroll and/or accounting preferred.
- Governmental experience preferred.

**Licenses, Certifications, and Equipment:**

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

## Accounting Technician (Purchasing)

Department:	Business Services	Date Created:	03/2021
Salary Grade:	Classified Grade 14	Date(s) Modified:	
FLSA Status:	Non-exempt	Work year:	12 months

### Position Summary

Maintains and monitors the integrity of District accounting records through a variety of accounting duties. This is a safety sensitive position.

### Job Responsibilities

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

- Prepares various reports and documentation for written support and/or conveying information to internal departments, federal and state agencies.
- Analyzes and monitors site and department budgets, contractual obligations and pricing to verify expenditures are within cash and budget parameters.
- Researches discrepancies of financial information and/or documentation (e.g. bids, purchase orders, invoices, quotes, co-op pricing, travel claims and expenses, etc.) to ensure accuracy and adherence to procedures prior to processing.
- Processes various fiscal information (e.g. purchase requisitions, vendor applications, co-operative contracts, due diligence reviews, travel reservations, etc.) to update and/or authorize action in compliance with accounting requirements.
- Responds to inquiries of staff, public, vendors, parents and/or students for the purpose of providing information and/or direction as may be required
- Provides assistance with fixed assets, physical inventories and asset record keeping
- Maintains and updates fixed asset records in accounting systems and perpetual files including physical inventories and retention of purchase orders and invoices.
- Assists in the preparation of fixed asset addition/deletion, depreciation, CIP and reconciliation reports.
- Provides assistance with the formal bidding process.
- Distributes Vendor checks for the purpose of ensuring timely payments of District liabilities
- Prepares journal entries.
- Assists in annual fiscal audit.
- Assists other departments or positions with special projects and/or duties.
- Performs additional related duties as assigned.

### Job Requirements

#### Knowledge of –

- Principles and practices of accounting.
- Purchasing procedures.
- Current office practices and procedures.

#### Skill in –

- Communicate effectively verbally and in writing.

- Maintain effective working relationships with others.
- Operate a computer and related software.
- Perform arithmetic calculations quickly and accurately.
- Perform detailed reconciliations.

**Education and Experience:**

- High School Diploma or equivalent required; Associate's Degree preferred.
- Three years experience in accounting / purchasing preferred.
- Governmental experience preferred.

**Licenses, Certifications, and Equipment:**

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

## Accounting Technician (Receivables)

Department:	Business Services	Date Created:	03/2021
Salary Grade:	Classified Grade 14	Date(s) Modified:	
FLSA Status:	Non-exempt	Work year:	12 months

### Position Summary

Maintains and monitors the integrity of District accounting records through a variety of accounting duties. This is a safety sensitive position.

### Job Responsibilities

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

- Prepare, verify, and process invoices for services rendered
- Enter customers and students' invoices into accounting software; ensure proper coding on all transactions
- Collect on accounts by sending invoice reminders and communication with customers, families and other agencies via phone, email, fax or mail
- When necessary directly interact with customers, families and agencies promptly to reconcile discrepancies and questions
- Post payments by recording and issuing receipts for all cash, checks, and credit card transactions and entering them into the general ledger or accounting software
- Prepare cash and check payments for bank; totaling and recording the deposit amounts, filling out deposit slips; making deposits at the bank and remotely; completing necessary reports for posting to accounting software and county treasurer office
- Monthly reconcile student attendance logs for DES billing and accurately post all DES payments to students' accounts
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Verify the validity of account discrepancies by obtaining and investigating information from departments and/or customers, families and other agencies
- Generate monthly, quarterly or annual financial statements and reports detailing paid and unpaid invoices and other accounts receivable activity
- Primary contact for tax credit donations and gifts, manages receipts and recognitions
- Prepares and submits the annual Tax Credit report to the Arizona Department of Revenue
- Assist in annual fiscal audit.
- Assists other departments or positions with special projects and/or duties.
- Update job knowledge by participating in educational opportunities
- Performs additional related duties as assigned.

### Job Requirements

#### Knowledge of –

- Principles and practices of accounting.
- Current office practices and procedures.

**Skill in –**

- Communicate effectively verbally and in writing.
- Maintain effective working relationships with others.
- Operate a computer and related software.
- Perform arithmetic calculations quickly and accurately.
- Perform detailed reconciliations.

**Education and Experience:**

- High School Diploma or equivalent required; Associate's Degree preferred.
- Three years experience in accounting including payables preferred.
- Governmental experience preferred.

**Licenses, Certifications, and Equipment:**

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

## Accounting Technician (Accounts Payable)

Department:	Business Services	Date Created:	03/2021
Salary Grade:	Classified Grade 14	Date(s) Modified:	
FLSA Status:	Non-exempt	Work year:	12 months

### Position Summary

Maintains and monitors the integrity of District accounting records through a variety of accounting duties. This is a safety sensitive position.

### Job Responsibilities

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

- Processes various accounting forms and data (e.g. vendor invoices, vouchers, travel claim reimbursements, etc.) for the purpose of updating information and/or authorizing timely payment.
- Maintains accurate records of invoices, vouchers, and other payable documents to provide an audit trail and compliance with accounting policies and practices.
- Assists in monitoring account line balances of assigned departments to ensure warrants are accurate and within budget limits, and that fiscal practices are compliant.
- Researches discrepancies and/or documentation (e.g. travel claims, invoice variances, back ordered items, receiving records, etc.) to ensure accuracy and adherence to procedures prior to processing.
- Communicates with vendors to ensure timely payments, resolve discrepancies and provide exceptional customer service.
- Generate monthly, quarterly or annual financial statements and reports detailing paid and unpaid invoices and other accounts payable activity
- Prepares and submits monthly Use Tax report to the Arizona Department of Revenue
- Prepares, distributes and files the annual 1099 tax forms to vendors and IRS.
- Distributes Employee checks for the purpose of ensuring timely payments of District liabilities
- Assist in annual fiscal audit.
- Assists other departments or positions with special projects and/or duties.
- Performs additional related duties as assigned.

### Job Requirements

#### Knowledge of –

- Principles and practices of accounting.
- Current office practices and procedures.

#### Skill in –

- Communicate effectively verbally and in writing.
- Maintain effective working relationships with others.
- Operate a computer and related software.
- Perform arithmetic calculations quickly and accurately.
- Perform detailed reconciliations.

**Education and Experience:**

- High School Diploma or equivalent required; Associate's Degree preferred.
- Three years experience in accounting including payables preferred.
- Governmental experience preferred.

**Licenses, Certifications, and Equipment:**

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

## Accounting / Payroll Manager

Department:	Business Services	Date Created:	03/2021
Salary Grade:	Class Exempt, Group C	Date(s) Modified:	
FLSA Status:	Exempt	Work year:	12 months

### Position Summary

Maintains and monitors the accuracy of the District's accounting and payroll records, ensuring compliance with federal and state regulatory agencies. This is a safety sensitive position.

### Job Responsibilities

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

#### Accounting:

- Assist the Chief Operations Officer in maintaining the District's accounting software system and performs regular internal audits for the purpose of ensuring compliance with the Uniform System of Financial Records and federal and state regulations
- Prepares financial statements for assigned accounts for the purpose of documenting activities and conveying information used in management decisions
- Reconciles District bank accounts for the purpose of validating accounting records in accordance with USFR requirements
- Oversees and participates in the District's revenue/ cash handling procedures. Assures accurate coding and posting of deposits, timely revenue uploads and reconciliations of monthly county treasurer fund revenues for the purpose of ensuring compliance with established regulations and the Uniform System of Financial Records
- Assists the Chief Operations Officer in performing the monthly cash, revenue, disbursement records reconciliation with the Maricopa County Treasurer's Office, Maricopa County Schools Office and other financial institutions
- Prepares and posts journal entries, account transfers and encumbrance entries for the purpose of ensuring the accuracy of accounting records and the availability of funds
- Develops financial information systems for external reporting, management information and account analysis using the most efficient combination of computerized and manual systems. Recommends or implements changes in accounting systems and procedures.
- Monitors budgets for various departments and projects, determining if funds are available and expenditures properly classified; researches and analyzes transactions to resolve budget problems; provides analysis of available funds at management request.
- Assists with annual fiscal audit, and performs internal procedural audits throughout the year.
- Prioritize department work and decisions in the absence of the immediate supervisor
- Trains, supervises, and evaluates performance of accounting technicians.
- Performs additional related duties as assigned.

- Assists other departments or positions with special projects and/or duties.

**Payroll:**

- Schedules, supervises, and coordinates input of District payrolls; assures proper input of payroll and benefits changes and updates of corresponding records; audits, compiles, and calculates pertinent payroll and benefits information for annual budget.
- Oversees and provides technical expertise to staff in preparation of salary worksheets, calculation and encumbrance of salary, benefits, and leave plans. Assures accurate posting of payroll, absences, and verifies supporting documents.
- Oversees and participates in calculation of mid-year changes, terms, transfers, payouts, and employee deductions.
- Assures proper expenditure coding of payroll transactions, addendum contracts and reconciliation of yearly contract amounts to payroll records
- Prepares and verifies annual W-2 forms
- Submits quarterly and annual State and Federal payroll tax reports.
- Serves as liaison with Human Resources to coordinate Payroll, Benefits, and Position Inventory processing issues.

**Job Requirements**

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**Knowledge of –**

- Principles and Practices of Accounting / Payroll
- Audit Practices, Charts of Accounts and General Ledger.
- Automated time-keeping systems and Computerized Accounting Systems.
- US and AZ Labor Law requirements.
- Principles of leadership.
- Current office practices and procedures.

**Skill in –**

- Maintain high levels of professionalism and confidentiality
- Perform arithmetic calculations quickly and accurately
- Lead and supervise the work of others
- Communicate effectively verbally and in writing
- Maintain effective working relationships with others
- Operate a computer and related software

**Education and Experience:**

High School Diploma required;

A Bachelor's degree or comparable experience in accounting or equivalent.

School Business Office experience with targeted job-related education preferred.

Three to five years of successful Payroll experience.

**Licenses, Certifications, and Equipment:**

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

# Administrative Assistant

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Department:	Multiple	Date Created:	03/2021
Salary Grade:	14	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Administrative Assistant performs a variety of clerical tasks in support of District and department staff.

## Job Responsibilities

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

- Provides routine administrative, business and clerical support to assigned department or site; screens and transfers phone calls; sends and answers emails; assists with the scheduling of meetings or activities.
- Prepares purchase orders; tracks the shipping and delivery of items; submits paperwork for payment.
- Prepares addendums; tracks and obtains signatures.
- Serves as liaison for private school; maintains regular communication with private school principals; creates purchase orders; tracks budgets.
- Assists with ordering and organizing materials for summer school classes.
- Participates in organizing special event days; coordinates people to staff events; orders materials.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Proper grammar, spelling, and punctuation.
- Purchasing practices.
- School and school district office operations.

### Skill in –

- Organizing work and setting priorities to meet deadlines.
- Preparing clear and concise reports.
- Maintaining accurate records and filing systems.
- Preparing purchase orders.
- Typing and entering data with speed and accuracy.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.

- Operating a computer and related software.

**Education and Experience:**

High School Diploma or GED equivalent AND one (2) years of previous clerical or office related experience; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid State driver's license may be required.

Work is performed in an office environment and requires the operation of standard office equipment such as personal computer and related software, fax machine, and copy machine.

# Baker / Cook

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Department:	Nutrition	Date Created:	03/2021
Salary Grade:	7	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under basic supervision, the Baker / Cook prepares and serves food to students, and maintains a safe and sanitary kitchen and cafeteria area.

## Job Responsibilities

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

- Prepares and bakes assigned menu items; prepares and combines necessary ingredients; refers to recipes as required.
- Assists in determining appropriate quantity of food items for cooking and baking; adjusts and extends recipes as needed.
- Maintains food quality standards including appearance and nutritional requirements.
- Heats, portions, and serves food to students and staff according to established procedures.
- Cleans food service equipment, utensils, and appliances, and stores food supplies; assures compliance with kitchen sanitation and safety procedures and regulations; cleans refrigerators and storerooms as required.
- Monitors temperatures of food to assure that safety and quality standards are met.
- Operates a variety of standard kitchen utensils and equipment including slicer, chopper, mixer, fryer, dishwasher, electric warmer, range, oven, pressure cooker, and other cafeteria equipment as required.
- Maintains inventory and routine records as directed; prepares records of foods cooked and foods left over; stores unused food and supplies; disposes of unusable leftovers; utilizes proper methods of handling foods to be stored.
- Maintains cleanliness of dining room and kitchen areas; sweeps and mop floor; operates and cleans food service equipment; maintains sanitation, health and safety standards in work area.
- May perform duties of the CN Manager for short periods of time.
- Other duties as assigned.

## Job Requirements

### Knowledge of –

- Knowledge of appropriate food handling methods and techniques
- Knowledge of district food service policies and procedures
- Knowledge of food service operations including sanitation standards and food preparation
- Knowledge of food service equipment

**Skill in –**

- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.

**Education and Experience:**

High School Diploma or GED equivalent preferred AND one (1) year food service or food preparation related experience; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

**Must possess a food handler certification.**

Work is performed in an office and kitchen setting. Requires the operation of potentially dangerous tools and equipment and exposure to cleaning chemicals and hot and cold temperatures. May be required to lift and move objects weighing up to 50 pounds.

# Behavior Intervention Teacher

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Department:		Date Created:	03/2021
Salary Grade:	Certified	Date(s) Modified:	
FLSA Status:	Exempt		

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## Position Summary

Under general supervision, the Behavior Intervention Teacher provides social, emotional and behavioral support to staff and students. Provides an alternative environment for students struggling with classroom behavior.

## Job Responsibilities

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

- Completes behavior intervention and support (PBIS) referral forms for students; follows-up with Counselors; documents services needed and provided.
- Works with school staff to conduct functional behavioral assessments; collaborates to develop behavior intervention plans and set reasonable goals for students.
- Provides support and positive feedback to students in classrooms; monitors alternative lunches and recess for students as assigned.
- Provides an alternative environment for students causing classroom disruptions; sits with students in “calm room” as needed.
- Supports Teachers with disruptive students by providing feedback and information related to behavior management.
- May be required to physically restrain students who present a threat of self-harm.
- Supervise students in classrooms or in assigned settings.
- Maintains regular communication with families, support services, and other staff regarding student behavior, progress, and needs.
- Attends and participates in various meetings as required.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Methods of safely restraining unsafe students.
- Positive behavior intervention and support.
- Functional behavior assessments.
- Classroom management strategies.
- Supervisory principles and practices.
- Teaching strategies and best practices.

**Skill in –**

- Organizing work and setting priorities to meet deadlines.
- Conducting functional behavior assessments and analyzing results.
- Preparing clear and concise reports.
- Typing and entering data with speed and accuracy.
- Developing and implementing behavior intervention plans.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Bachelor's degree in Education, Social Work, or related field AND five (5) years of previous teaching experience; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

Must possess an Arizona Elementary Teaching certification at the time of hire in addition to holding an IVP Fingerprint Clearance Card.

A valid State driver's license may be required.

Work is performed in a classroom environment and requires the operation of standard office equipment such as personal computer and related software, fax machine, and copy machine. May be exposed to potential physical harm from violent student outbursts.

# Behavior Technician

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Department:		Date Created:	03/2021
Salary Grade:	10	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Behavior Technician provides support to Teachers by assisting students struggling with behavior management in the classroom.

## Job Responsibilities

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

- Monitors and assists students with completing classroom lessons and activities; supervises the use of classroom materials.
- Supports Teachers with implementing instructional programs; provides behavior management support as necessary for Teachers to maintain the focus of students.
- Supports the safety of students and staff by using conscious and consistent discipline strategies and techniques; provides a safe and calm atmosphere for students struggling with behavior management.
- Documents student behaviors and development.
- Communicates with Teachers and parents regarding student development, needs, behaviors, and progress.
- Monitors students in the cafeteria and at recess.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General classroom policies, procedures, and equipment.
- Behavior classroom management techniques.
- Child development.
- Therapeutic interventions and de-escalation strategies.
- Teaching and learning styles and techniques.

### Skill in –

- Maintaining composure when working with students with behavior problems.
- Organizing work and setting priorities to meet deadlines.
- Identifying and understanding the behavioral challenges of students.
- Creating a calm and understanding environment for students.
- Preparing clear and concise reports.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.

- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Associate degree in a related field AND two (2) years of experience working with special needs students; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid State driver's license may be required. Must possess an IVP Fingerprint Clearance Card.

Work is performed in a classroom environment and requires exposure to potential physical harm from violent students and contagious illnesses.

# Bus Attendant

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Department:	Transportation	Date Created:	03/2021
Salary Range:	4	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Bus Attendant provides assistance and supervision to students riding District transportation.

## Job Responsibilities

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

- Assists students with boarding and deboarding school buses; secures and removes seat restraints as required.
- Monitors the behavior and needs of students during bus rides and intervenes as appropriate; may implement disciplinary actions.
- Sweeps and mops floor areas of school buses; sanitizes bus seats; cleans windows; removes trash and empties trash receptacles.
- May prepare and enforce seating charts.
- Assists the Bus Driver as needed.
- Prepares reports of any incidents that occur on the school bus; communicates with students, parents, and staff.
- Completes student data information (MIPS) daily as appropriate.
- Customer service principles, practices and etiquette.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- School bus safety policies, procedures, and practices.
- First aid and CPR.
- Bus evacuation procedures.

### Skill in –

- Identifying and addressing the needs of students on the school bus.
- Preparing clear and concise reports.
- Interacting tactfully with District staff, students, and parents.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.

### Education and Experience:

High School Diploma or GED equivalent AND one (1) year of professional experience working with school-age children; OR an equivalent combination of education, training, and experience. F

**Licenses, Certifications, and Equipment:**

Must possess CPR and First Aid certifications or obtain certifications within four (4) weeks of hire.

Work is performed on a school bus and requires exposure to traffic hazards, cleaning products, and potentially infectious illnesses and diseases. May be required to lift and move up to 50 pounds.

# Bus Driver, Trainer

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Department:	Transportation	Date Created:	03/2021
Salary Grade:	17	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Bus Driver, Trainer provides training to Bus Drivers and Bus Aides to ensure the safe transport of students. Schedules testing and maintains related documentation for commercial driver's license, first aid, CPR, and other required State certifications. Assists with Maintenance and Transportation office duties as appropriate.

## Job Responsibilities

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

- Trains or prepares new drivers to pass commercial driver's license and State certifications to become Bus Drivers for the District; provides information related to material updates or requirement changes.
- Prepares and administers State commercial driver's license in-service classes for drivers; schedules physicals, drug screenings, CPR, and first aid classes and training sessions with outside vendors; prepares all related paperwork.
- Trains Bus Aides on proper techniques to assist children on buses and ensure their safety on school buses and vans.
- Maintains and reports all documents for State certified Department of Transportation physicals and drug screenings including post-accident drug and alcohol screenings; submits all legal documents and certification paperwork to the Department of Public Safety (DPS) as required.
- Reviews video footage from school buses as requested by school officials or in response to parent generated complaints; prepares bus conduct reports for drivers and submit distributes copies to parents, school principals, and behavioral specialists as appropriate.
- Schedules State bus evacuation drills with the DPS, school Principals, and department staff.
- Works with Mechanics on work orders for bus maintenance and repairs; prepares and updates spreadsheets to track work orders and invoices.
- Operates a bus or van along an established route as needed due to staff shortage.
- Responds to inquiries and correspondence from schools, parents, staff, and the community.
- Shared responsibility and reporting for the A, B, & C requirements for fuel pumps.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Customer service principles, practices, and etiquette.

- Bus and passenger van maintenance schedules and needs.
- Training implementation methods.
- School bus safety policies, procedures, and practices.
- Invoice tracking and preparation methods.

**Skill in –**

- Organizing work and setting priorities to meet deadlines.
- Typing and entering data with speed and accuracy.
- Operating a two-way radio.
- Preparing and maintaining accurate spreadsheets.
- Addressing and resolving conflicts and complaints.
- Preparing clear and concise reports.
- Interacting tactfully with District staff, students, and outside agencies.
- Maintaining accurate records and documents.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a passenger van and school bus safely.

**Education and Experience:**

High School Diploma or GED equivalent AND three (3) years of experience operating a large vehicle, which includes one (1) year of experience operating a vehicle that requires a commercial driver's license; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid Class B Commercial State driver's license with Passenger and School Bus endorsements is required.

Must possess First Aid & CPR certifications.

Must Possess Arizona Driver Training certifications.

Must be an Arizona State Certified School Bus Driver.

Work is performed in an office environment and in a District school bus or passenger van along an assigned route. Work requires exposure to outdoor weather conditions, traffic hazards, cleaning chemicals, etc.. May be required to lift and move objects weighing up to 100 pounds. Must maintain a level of physical agility to successfully pass DPS physical agility tests.

# Bus Driver

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Department:	Transportation	Date Created:	03/2021
Salary Grade:	13	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Bus Driver safely operates a school bus to transport students to and from school and designated field trips and sports trips.

## Job Responsibilities

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

- Conducts pre-trip bus inspections; checks tire, breaks, oil and other fluids for proper levels and function; checks emergency equipment and supplies.
- Drive bus along assigned route to pick up and drop off students at designated areas; transports students for field trips and sporting events; documents the number of students boarding and deboarding the school bus.
- Operates wheelchair lift; secures wheelchairs, car seats, and safety harnesses for special needs students.
- Keeps logs of student conduct while aboard the bus; prepares incidents reports and informs parents and appropriate parties as needed.
- Sweeps and mops the floors of the bus; sanitizes bus seats; cleans windows.
- Conducts post-trip bus inspection; logs mileage for the day.
- Participates in biannual school bus evacuation drills.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- School bus safety policies, procedures, and practices.
- Basic first aid.
- Bus evacuation procedures.
- Local street names, highways, and geography.

### Skill in –

- Operating a school bus safely.
- Maintaining accurate records and logs.
- Identifying and mitigating traffic hazards.
- Preparing clear and concise reports.
- Interacting tactfully with District staff, students, and parents.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Customer Service principles, practices and etiquette.

**Education and Experience:**

High School Diploma or GED equivalent AND two (2) years of experience operating a commercial grade passenger vehicle; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid Class B State driver's license with Passenger and School Bus endorsement is required. Must be CPR and First Aid certified.

Operates a school bus along an assigned route. Requires exposure to traffic hazards, various weather conditions, and potentially dangerous cleaning chemicals.

# Cashier

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Department:	Child Nutrition	Date Created:	03/2021
Salary Grade:	7	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under basic supervision, the Cashier assists students with meals served by the District; prepares food service and dining areas and assists students with food selection and purchase; assists co-workers with maintaining a safe and sanitary kitchen and cafeteria area.

## Job Responsibilities

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

- Greets students and other customers; tracks the buying and purchasing of food items; collects cash or tracks electronic purchase of food service items.
- Reconciles and balances drawer; tracks and maintains daily deposits.
- Monitors students to assist with meeting State nutritional value requirements when coming through the serving line;
- Assists with the preparation of breakfast, snacks and lunch; checks the supplies for any damages when delivered.
- Maintains cleanliness of dining room and kitchen areas; sweeps and mop floor; operates and cleans food service equipment; maintains sanitation, health and safety standards in work area.
- Perform other duties as assigned.

## Job Requirements

### Knowledge of –

- Knowledge of appropriate food handling methods and techniques
- Knowledge of district food service policies and procedures
- Knowledge of food service operations including sanitation standards and food preparation
- Knowledge of food service equipment
- USDA regulations

### Skill in –

- Calculating payments and cash handling
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating computer related software.

### Education and Experience:

High School Diploma or GED equivalent preferred AND some previous food service cashiering experience; OR an equivalent combination of education, training, and experience.

### Licenses, Certifications, and Equipment:

Must possess a food handler certification.

Work is performed in an office and kitchen setting. Requires the operation of potentially dangerous tools and equipment and exposure to cleaning chemicals and hot and cold temperatures. May be required to lift and move objects weighing up to 50 pounds.

# Certified Occupational Therapy Assistant

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Department:	Special Education	Date Created:	03/2021
Salary Range:	18	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Certified Occupational Therapy Assistant supports the Occupational Therapist with providing direct, skilled occupational therapy services to students.

## Job Responsibilities

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

- Assists students in the classroom in accordance with established individualized education plan (IEP) goals.
- Plans therapeutic activities to assist with addressing occupational therapy embedded classroom goals.
- Provides written documentation of students' progress towards IEP goals; prepares daily and trimester reports.
- Makes modifications to tools, materials, and classroom environments to allow students to better access curriculum.
- Assists Occupational Therapists with assessing the fine motor and developmental skills of students.
- Consults regularly with Speech Language Pathologists, Teachers, Paraprofessionals, and the families of students to discuss IEPs, goals, and progress.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Child development and learning.
- Behavior management.
- Sensory processing and integration.
- Process for developing and implementing IEPs.

### Skill in –

- Organizing work and setting priorities to meet deadlines.
- Understanding the kinesiology of physical movement.
- Developing and implementing IEPs
- Adapting learning environments and curriculum to meet special needs.
- Preparing clear and concise reports.
- Maintaining accurate records and technical documents.

- Interacting professionally with District staff, students, and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Associate degree in a related field AND eight (8) weeks of classroom experience; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

Must be a Certified Occupational Therapy Assistant (COTA) with the National Board of Certified Occupational Therapists. Must also possess a valid IVP Fingerprint Clearance Card.

A valid State driver's license may be required.

Work is performed in an office and classroom environment and requires the operation of standard office equipment such as personal computer and related software, fax machine, and copy machine. May be exposed to potentially contagious illnesses from students.

# Child Nutrition Program Assistant

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Department:	Child Nutrition	Date Created:	03/2021
Salary Grade:	13	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under basic supervision, the Child Nutrition Program Assistant prepares and serves food to students, and maintains a safe and sanitary kitchen and cafeteria area.

## Job Responsibilities

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

- Prepares food to be served to students and staff; sets up and replenishes serving dishes, serving lines and serve customers in food service units.
- Cleans and processes fruits and vegetables and prepares various salads.
- Performs food preparation tasks; slices meat and cheeses for sandwiches, and wraps and bags ala carte items.
- Maintains cleanliness of dining room and kitchen areas; sweeps and mop floor; operates and cleans food service equipment; maintains sanitation, health and safety standards in work area.
- Perform other duties as assigned.

## Job Requirements

### Knowledge of –

- Knowledge of appropriate food handling methods and techniques
- Knowledge of district food service policies and procedures
- Knowledge of food service operations including sanitation standards and food preparation
- Knowledge of food service equipment

### Skill in –

- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.

### Education and Experience:

High School Diploma or GED equivalent preferred AND some previous food service or food preparation related experience; OR an equivalent combination of education, training, and experience.

### Licenses, Certifications, and Equipment:

Must possess a Serve Safe certification at the time of hire.

Work is performed in an office and kitchen setting. Requires the operation of potentially dangerous tools and equipment and exposure to cleaning chemicals and hot and cold temperatures. May be required to lift and move objects weighing up to 50 pounds.

## Child Nutrition Courier

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Department:	Child Nutrition	Date Created:	03/2021
Salary Grade:	9	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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### Position Summary

Makes deliveries from District Office to/from schools. Delivers Child Nutrition Department food and supplies. Maintains Food Service warehouse product rotation and monitors/records freezer temperature at District and school sites. This is a safety sensitive position.

### Job Responsibilities

**Essential Functions:** -- Essential functions, as defined under the Americans with Disabilities Act, may include any of

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed. In other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential function of the position.

- Makes deliveries from District Office to/from schools. Delivers Child Nutrition Department food and supplies.
- Maintains Food Service warehouse product rotation and monitors/records freezer temperature at District and school sites. This is a safety sensitive position.

### Job Requirements

The requirements listed below are representative of the knowledge and abilities required to satisfactorily perform the essential duties and responsibilities.

#### Knowledge of –

- Record keeping and simple report writing.
- Food storage, handling, delivery and safe food temperatures.

#### Ability to –

- Communicate effectively verbally and in writing.
- Safely operate a school vehicle and delivery truck.
- Operate a forklift.

**Education and Experience:** Any combination of education and experience that demonstrates possession of the requisite knowledge and abilities.

- High School Diploma or equivalent preferred.
- Valid Arizona Driver's License required.
- Food Service experience preferred.
- Two years delivery/driving experience preferred.

#### Licenses, Certifications, and Equipment:

- Must be able to work under extreme temperature ranges.
- Certified Forklift Operator in accordance to OSHA 29 CRF 1910.178
- Frequently lift up to 50 pounds and occasionally lift and move up to 100 pounds in accordance with risk management guidelines.

# Child Nutrition Manager

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Department:	Child Nutrition	Date Created:	03/2021
Salary Range:	14	Date(s) Modified:	
FLSA Status:	Non-exempt		

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## Position Summary

Under general supervision, the Child Nutrition Manager oversees the operations and staff activities of school kitchens to ensure all proper health and sanitation regulations are followed and meals meet nutritional standards.

## Job Responsibilities

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

- Oversees preparation and production of food; adjusts menus as needed; monitors food service; participates in food service and preparation as required.
- Trains, manages, directs, and evaluates the work of assigned employees; reviews employee timesheets.
- Oversees cashier activities; counts and reconciles cash drawer; prepares and completes cash deposits.
- Receives and inspects the quality and quantities of food orders to ensure accuracy; oversees and participates in organizing and storing food and supplies to ensure compliance with safety standards.
- Powers-on and off all kitchen equipment; checks equipment to ensure proper operation and appropriate temperatures are maintained in refrigerators and freezers.
- Maintains all HACCP related data and records; maintains accurate records of food production and inventories.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- Work safety policies, procedures, and practices.
- Safe food handling and storage regulations.
- Supervisory principles and practices.
- Child development and nutrition.
- Cafeteria and school kitchen operations, activities, and equipment.
- Inventory management practices.
- Hazardous analysis critical control points (HACCP).
- Dietary special needs and common food allergies.

### Skill in –

- Providing effective supervision, leadership, and direction to assigned staff.
- Maintaining accurate records.
- Organizing work and setting priorities to meet deadlines.

- Performing basic maintenance on kitchen equipment and tools.
- Managing food inventories in a manner that minimizes food waste.
- Preparing clear and concise reports.
- Planning and executing nutritious meals for students.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

High School Diploma or GED equivalent AND two (2) years of high-volume food preparation and service; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

Must possess a Serve Safe certification at the time of hire.

Work is performed in an office and kitchen setting. Requires the operation of potentially dangerous tools and equipment and exposure to cleaning chemicals and hot and cold temperatures. May be required to lift and move objects weighing up to 50 pounds.

## Child Nutrition Helper

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Department:	Child Nutrition	Date Created:	03/2021
Salary Range:	5	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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### Position Summary

Under general supervision, the Child Nutrition Helper assists in manual and semi-skilled tasks in the preparation, baking, cooking and serving of food as well as cleaning the kitchen and cafeteria. This is a safety sensitive position.

### Job Responsibilities

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

- Assists the baker/cook in measuring and mixing ingredients.
- Assists as instructed in cooking, baking and food preparation.
- Operates a variety of food service equipment.
- Assists in setting up the serving line prior to meal service.
- Serves food according to standard serving sizes.
- Alerts cook or manager when food supply on serving line is low.
- Removed food items from serving line at end of service.
- Transports and stores supplies.
- Washes, dries and folds laundry.
- Sweeps and mops; cleans tables and chairs.
- Washes pots, pans, kettles and equipment and cleans areas.
- Performs additional related duties as assigned.

### Job Requirements

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#### Knowledge of –

- Food service safety and sanitation practices – health and safety codes.
- Basic cooking and baking practices and methods.

#### Ability to:

- Follow written and verbal directions.
- Communicate effectively verbally and in writing.
- Operate commercial food service equipment.
- Establishing and maintaining effective working relationships.

#### Education and Experience:

- High School Diploma or GED equivalent preferred.
- One year relevant work experience preferred.

**Licenses, Certifications, and Equipment:**

- Must secure a Maricopa County Food Handler's Card within 30 days of hire date.
- Must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 5-pounds in accordance with risk management guidelines.

## Child Nutrition Program Coordinator

Department:	Child Nutrition	Date Created:	03/2021
Salary Range:	Classified Exempt B	Date(s) Modified:	
FLSA Status:	Exempt		

### Position Summary

Under administrative supervision, the Child Nutrition Program Coordinator plans and coordinates the food service operations running the federal nutrition programs ensuring students are fed healthy and delicious food and that kitchens are kept clean and operating safely. Responsible for ensuring local, state and federal regulations and record keeping are met.

### Job Responsibilities

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

- **Program Coordination**
  - Supervise, assist and communicate with Managers at school sites re: food and supply orders, recipes, new regulations, events, monthly manager meetings. Ensure staff coverage at each site.
  - Assists with coordinating of training for school nutrition staff.
  - Oversight and implementation of Standard Operation Procedures and maintenance of Hazardous and Critical Control Points Handbook to ensure successful kitchen operations including food safety, sanitation, and clean and safe working conditions.
  - Conducts site reviews/audits to ensure program compliance and food safety. Ensure HACCP and SOP's are being followed, health inspections are on file and temperature logs are maintained.
  - Manage the point of sale system; train all staff on system.
- **Menu Planning**
  - Maintain menu requirements/meal components, nutrition labels, and other documentation.
  - Assists with ensuring that National School Lunch Program regulations are being met and Child and Adult Care Food Program meal pattern is used for preschool aged students.
  - Assists with developing recipes to fit NSLP meal pattern ensuring new recipes are thorough, detailed, accurate and easy to follow for staff.
  - Review site production records and sales reports to ensure compliance.
  - Collect medical statements and special diet management for students with food allergies. Manage special diets and make meal accommodations and substitutes when needed.
- **Procurement**
  - Places food orders with vendors to ensure accuracy and high quality food and supplies.
  - Assists with oversight of USDA funding, preparing USDA commodity requisitions/preorders of processed goods including USDA processing, USDA brown box, and DoD Fresh Produce. Monitor invoices for USDA discount and use of USDA funds, verifying deliveries and shipments, verifying proper case count.
  - Receive food deliveries ensuring standard of quality and accurate quantity of purchased goods.
- **Warehouse/Vendor Management**

- Manage warehouse including monitor freezer temperatures, equipment working conditions and proper food storage.
- Menu pricing analysis to ensure food/supply cost don't change ensuring best use of our dollars.
- Stay up to date on food trends in K12 sector.
- Assists in collaborating with nonprofit organizations to improve outreach of nutrition education, health, overall wellbeing to student, parents and the community.

## **Job Requirements**

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### **Knowledge of –**

- Food service safety and sanitation practices – health and safety codes.
- Basic cooking and baking practices and methods.

### **Ability to:**

- Follow written and verbal directions.
- Communicate effectively verbally and in writing.
- Operate commercial food service equipment.
- Establishing and maintaining effective working relationships.

### **Education and Experience:**

- High School Diploma or GED equivalent preferred.
- One year relevant work experience preferred.

### **Licenses, Certifications, and Equipment:**

- Must secure a Maricopa County Food Handler's Card within 30 days of hire date.
- Must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 5-pounds in accordance with risk management guidelines.

# Computer Technician

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Department:	Information Systems	Date Created:	03/2021
Salary Grade:	18	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Computer Technician provides technical support to all District users and services all equipment and systems.

## Job Responsibilities

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

- Provides technical support to end users by monitoring and responding to helpdesk tickets, phone calls, and in-person requests; creates new accounts; sets-up and resets passwords as needed.
- Maintains, installs, and repairs equipment and other peripheral devices to include smartboards, laptops, and printers.
- Sets up hardware; installs and configures software and drivers; installs local area networks (LAN)/ wide area networks (WAN) and manages components.
- Maintains accurate records of work completed; tracks and distributes equipment.
- Researches and stays abreast of new trends in troubleshooting and educational technology needs and uses.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Technology troubleshooting methods.
- Computer system installation and maintenance.
- Computer network security.
- Customer service principles, practices, and etiquette.

### Skill in –

- Providing technical support in the use of computer systems.
- Organizing work and setting priorities to meet deadlines.
- Installing and maintaining computer networks.
- Performing bench repairs.
- Troubleshooting hardware and software.
- Preparing clear and concise reports.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.

- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Associate degree in Computer Science or related field is preferred AND two (2) years of IT troubleshooting and support experience; OR an equivalent combination of education, training, and experience. A+ or Network+ certificate is preferred.

**Licenses, Certifications, and Equipment:**

A valid State driver's license is required.

Work is performed both indoors and outdoors in various weather conditions. Operates standard office equipment such as personal computer and related software, fax machine, and copy machine. May be required to climb ladders, lift and move objects weighing up to 50 pounds, and operate a vehicle to travel between work sites.

# Courier

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Department:	Maintenance/Transportation	Date Created:	03/2021
Salary Grade:	10	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Courier transports products to assigned District sites. Assists with various staff requests and minor site maintenance needs.

## Job Responsibilities

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

- Delivers paperwork and other shipments from District office to assigned sites and employees; makes deliveries outside the District and to other agencies as required.
- Opens assigned work site and inspects grounds and facilities for safety and security concerns.
- Removes large unwanted, unsafe, and unused items from work sites and salvages items as appropriate.
- Performs minor site maintenance to include replacing air intake filters, covering graffiti, and repairing fences and doors.
- Performs other duties as required or assigned.

## Job Requirements

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### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Safe driving practices.
- Basic building maintenance needs.

### Skill in –

- Operating a vehicle safely.
- Identifying safety hazards at District facilities.
- Performing minor maintenance and repair tasks.
- Organizing work and setting priorities to meet deadlines.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.
- Customer service principals, practices & etiquette.

**Education and Experience:**

High School Diploma or GED equivalent; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid State driver's license is required.

Work is performed both indoors and outdoors at various District locations. May be required to climb ladders and lift and move objects weighing up to 100 pounds when performing maintenance tasks. May be exposed to hazardous cleaning chemicals.

# Crossing Guard

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Department:	Transportation	Date Created:	03/2021
Salary Grade:	4	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Crossing Guard assists students with safely crossing the street by stopping traffic and informing students when it is safe to enter the crosswalk.

## Job Responsibilities

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

- Places crosswalk and reduced speed limit signs before the start of the school day.
- Stops traffic and informs students when it is safe to enter the crosswalk; holds traffic until students have exited the crosswalk.
- Removes crosswalk and reduced speed limit signs at the end of the school day.
- Provides general information to students and parents.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Work safety policies, procedures, and practices.
- Crosswalk safety.

### Skill in –

- Identifying unsafe crossing conditions and traffic hazards.
- Interacting tactfully with District staff, students, and parents.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Customer service principals, practices and etiquette.

### Education and Experience:

High School Diploma or GED equivalent preferred AND some previous customer service-related experience; OR an equivalent combination of education, training, and experience.

### Licenses, Certifications, and Equipment:

First aid and CPR knowledge.

Work is performed outdoors and requires exposure to traffic hazards and various weather conditions including extreme heat and rain.

# Curriculum Specialist

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Department:	Curriculum	Date Created:	10/2020
Salary Grade:	Administrator – Group B	Date(s) Modified:	
FLSA Status:	Exempt		

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## Position Summary

Under general supervision, the Curriculum Specialist serves as the District's data and assessment coordinator by scheduling testing implementing testing security protocols.

## Job Responsibilities

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

- Coordinates all District standardized testing; works with the Arizona Department of Education (ADE) on behalf of the District.
- Trains administrators and Teachers on all testing security protocols; works with the IT department on testing specifications and system requirements.
- Reviews and verifies assessment data; uploads information into the appropriate web portals.
- Prepares District gifted scope and sequence for Board approval; manages gifted testing protocols and procedures; manages the gifted testing schedule; reviews reports and shares information appropriate school staff when students qualify for the gifted program.
- Plans and presents professional development opportunities for assigned Teachers and staff.
- Oversees grants; completes all Title VI and JOM grant application documents.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- State standardized tests and testing requirements.
- Project management practices and methods.
- Standardized testing security protocols.
- State gifted program testing and eligibility.

### Skill in –

- Creating and implementing professional development opportunities.
- Maintaining accurate data logs and records.
- Delivering presentation to groups of varying size.
- Organizing work and setting priorities to meet deadlines.
- Typing and entering data with speed and accuracy.
- Preparing clear and concise reports.

- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Bachelor's degree in a related field AND five (5) years of progressively responsible instructional experience; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid State driver's license may be required.

Work is performed in an office environment and requires the operation of standard office equipment such as personal computer and related software, fax machine, and copy machine.

# Custodian

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Department:	Maintenance	Date Created:	03/2021
Salary Grade:	8	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under basic supervision, the Custodian performs a variety of semi-skilled tasks at assigned District facilities to provide a clean and safe environment for District staff and students.

## Job Responsibilities

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

- Opens gates and doors at assigned sites; inspects grounds and buildings for potential safety and security concerns; clears sidewalks of debris.
- Sweeps, mops, and vacuums floors; cleans windows; dusts furniture and other surfaces.
- Checks restrooms for vandalism and maintenance needs; cleans and sanitizes sinks, toilets, and mirrors; restocks paper products and soap as needed.
- Collects trash and empties trash receptacles in the cafeteria and classrooms; cleans and sanitizes drinking fountains.
- Competes assigned work orders for a variety of tasks to include removing or covering graffiti, repairing doors, and removing any trip hazards from walkways.
- Assists with supervising students in cafeteria during lunches/programs as appropriate.
- Closes gates at the end of the school day as appropriate. This may include other duties to secure the property.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- Work safety policies, procedures, and practices.
- Basic maintenance methods, tools, and equipment.
- Proper use and handling of cleaning chemicals.
- Facilities and grounds maintenance practices.

### Skill in –

- Maintaining accurate records and supply inventories.
- Using basic hand and power tools safely.
- Organizing work and setting priorities to meet deadlines.
- Interacting tactfully with District staff and students.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Customer service principals, practices and etiquette.

**Education and Experience:**

High School Diploma or GED equivalent AND some previous custodial or maintenance experience preferred; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid State driver's license is required.

Work is performed indoors and outdoors at assigned District facilities and requires exposure to various weather conditions, which may include extreme conditions, potentially contagious illnesses, and hazardous cleaning chemicals. May be required to climb ladders and lift and move objects weighing up to 75 pounds.

# Director- Business Services Finance

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Department:	Business Services	Date Created:	6/2020
Salary Range:		Date(s) Modified:	
FLSA Status:	Exempt		

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## Position Summary

Under administrative direction, the Director- Business Services Finance serves as the Chief Financial Officer for the Osborn School District by managing a wide variety of complex and diverse financial and accounting operating and activities ensuring compliance with Federal and State regulations.

## Job Responsibilities

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

- Leads Business Services department staff and operations; develops and delivers training; conducts performance evaluations; coaches and mentors staff as needed.
- Oversees and authorizes procurement, payroll, student accounting, auditing, grants, property control, and financial transactions of the District.
- Prepares, calculates, submits, and administers District budgets to support educational programs; forecasts revenues and budget capacity based on the analysis of student accounting and enrollment, data and trends and State funded projects; prepares the District's annual financial report and audited financial statements.
- Leads the District's budget, bond, override, and capital needs committees; develops meeting agendas, forecasts budgets, and leads groups to consensus-based outcomes.
- Meets with District administrators to advise on budget related questions to include allocations, revenues, budget limits, grant funding, and fiscal practices.
- Prepares, reviews, and submits all Federal and State grant applications; monitors grant related budgets; prepares grant reports; manages revisions and cash reimbursement requests.
- Oversees, prepares, and participates in audits; develops corrective action plans for improvement; provides training to district staff on compliance issues and regulations.
- Coordinates the District's bond and override elections to include financial reporting, meetings, annual disclosures, and pricing and issuance of bonds; monitors related budgets and expenditures.
- Prepares and presents reports and action items at monthly Governing Board meetings.
- Secures annual property and liability insurance; reviews and submits insurance claim data.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Supervisory principles and practices.

- Budget development and administration.
- School business operations.
- Generally accepted accounting practices (GAAP).
- Auditing procedures and processes.
- Uniform System for Financial Records (USFR).

**Skill in –**

- Preparing and managing budgets.
- Managing grants and maintaining grant compliance.
- Maintaining accurate records and technical documents.
- Organizing work and setting priorities to meet deadlines.
- Providing effective supervision, leadership, and direction to assigned staff.
- Preparing clear and concise reports.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Bachelor's degree in Accounting, Finance, or related field AND seven (7) years of progressively responsible experience in business services and accounting, preferably for a school district; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

None.

Work is performed in an office environment. Operates standard office equipment such as personal computer and related software, fax machine, and copy machine.

# Director- Child Nutrition

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Department:	Child Nutrition	Date Created:	03/2021
Salary Range:	Administrative – Group D	Date(s) Modified:	
FLSA Status:	Exempt		

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## Position Summary

Under administrative direction, the Director- Child Nutrition oversees and manages all aspects of the District's Child Nutrition Programs. Administers and implements plans and evaluates the program to ensure production and quality of nutritious food.

## Job Responsibilities

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

- Develops short- and long-range goals and sustainable plans for the department; develops and maintains procurement plans and inventory control and management plans; maintains and implements hazardous analysis critical control point (HACCP) plans.
- Promotes Osborn School District and Child Nutrition Department and disseminates information regarding the department.
- Completes/approves federal and state reports.
- Maintains fiscal integrity of the department.
- Establishes measurable financial goals and objectives; develops guidelines for the cost-effective purchasing of food, equipment, and supplies; maintains financial records in accordance with local, State, and Federal laws and policies.
- Develops, implements, and maintains food safety policies and procedures; provides training for employees to ensure food safety and the safety of employees; monitors kitchen activities to ensure proper use of tools and equipment and the proper handling and preparation of food.
- Prepares and implements menus according to available commodities, nutrition, budget, and the availability of ingredients.
- Maintains a marketing program that meets the needs of the District through partnerships and social media; communicates program information to the community, staff, students, and administration.
- Participates in continuing education to maintain knowledge of best practices and emerging studies.
- Keeps Chief Financial Officer informed of cafeteria operations while working closely with principals.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Personnel management best practices.
- Strategic planning methods.

- Food nutrition and the nutritional needs of school-age children.
- Kitchen safety policies, procedures, and practices.
- Budget development and implementation.
- HACCP regulations and requirements.
- Food safety and sanitation regulations and requirements.
- Supervisory principles and practices.

**Skill in –**

- Organizing work and setting priorities to meet deadlines.
- Planning and implementing cost-effective menu options that encourage student participation.
- Implementing policies and procedures.
- Preparing clear and concise reports.
- Managing inventory and purchasing activities.
- Enforcing kitchen and food safety practices and procedures.
- Providing effective supervision, leadership, and direction to assigned staff.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Bachelor's degree in Nutrition or related field AND five (5) years of progressively responsible experience in a nutrition program, preferable in a school setting; OR an equivalent combination of education, training, and experience. Experience in multi-site food service setting.

**Licenses, Certifications, and Equipment:**

Must be a certified Food Safety Manager at the time of hire.  
A valid State driver's license may be required.

Work is performed in a standard office environment and requires the operation of standard office equipment such as personal computer and related software, fax machine, and copy machine. May be exposed to hot and cold temperature and potentially dangerous tools and equipment when in kitchens.

# Director- Human Resources

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Department:	Operations	Date Created:	03/2021
Salary Grade:	Administrator – Group E	Date(s) Modified:	
FLSA Status:	Exempt		

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## Position Summary

Under administrative direction, the Director- Human Resources oversees and administers the District's Human Resources department programs and activities in accordance with District policies and procedures.

## Job Responsibilities

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

- Manages the day-to-day human resources operations for the District to include talent acquisition, employee onboarding, compensation, employee benefits administration, and records management; supervises department staff.
- Provides advice, support, and counsel by interpreting policies and procedures; works with other District employees to achieve collaborative problem solving.
- Develops, recommends, and implements human resources strategies by researching and identifying best practices for policies, procedures, methods, and guidelines.
- Administers and monitors compliance with policies and legal requirements to include the Fair Labor Standards Act and Equal Opportunity Employment commission regulations.
- Oversees the work activities of assigned staff; develops and delivers training; conducts performance evaluations; coaches and mentors staff as needed.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Budget development and management practices and methods.
- Principles and practices of human resources administration.
- Human resources best practices.
- Supervisory principles and practices.
- Teacher certification requirements.
- Federal and State education standards.
- Project management practices.

**Skill in –**

- Providing effective supervision, leadership, and direction to assigned staff.
- Working independently and as part of a team.
- Reading and accurately interpreting and explaining law, policies, procedures, and regulations.
- Organizing work and setting priorities to meet deadlines.
- Maintaining accurate records and technical documents.
- Preparing clear and concise reports.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Bachelor's degree AND seven (7) years of progressively responsible human resources experience which includes previous supervisory responsibility; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid State driver's license is required.

Work is performed in an office environment. Operates standard office equipment such as personal computer and related software, fax machine, and copy machine.

# Director- Maintenance/Transportation

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Department:	Maintenance/Transportation	Date Created:	03/2021
Salary Range:	Administrator – Group D	Date(s) Modified:	
FLSA Status:	Exempt		

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## Position Summary

Under administrative direction, the Director-Maintenance/Transportation oversees the daily operations of the Maintenance and Transportation departments to include staff activities and the safety and security of students, the public, staff, and facilities.

## Job Responsibilities

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

- Represents the District during construction projects; administers long-term planning including projected costs, construction, material recommendations and specifications, and security.
- Maintains and upgrades phone systems and classroom communication systems and develops a preventative maintenance schedule.
- Manages fleet vehicle, support fleet vehicle, and landscape maintenance equipment preventive maintenance and repair schedules; develops preventative maintenance guidelines.
- Oversees the automotive repair shop; supervises Mechanics and addresses any issues.
- Addresses all open requests and work orders; follows up on transportation requests.
- Prepares required State reports to ensure the safety and compliance of District Maintenance and Transportation Facilities. Includes annual reporting and requests for funding through the School Facilities Board.
- Participates in purchasing and budget review actions and requests.
- Attends and participates in various meetings as required.
- Performs other duties as required or assigned.

## Job Requirements

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### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Supervisory principles and practices.
- Negotiation methods and strategies.
- Projects management methods.
- District transportation needs.
- Fleet management and preventative maintenance.

**Skill in –**

- Developing and implementing budgets.
- Providing effective supervision, leadership, and direction to assigned staff.
- Organizing work and setting priorities to meet deadlines.
- Typing and entering data with speed and accuracy.
- Preparing clear and concise reports.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.
- Customer service principles, practices and etiquette.

**Education and Experience:**

Associates degree or vocational training in a trade related field is preferred AND seven (7) years of progressively responsible experience which includes previous supervisory responsibilities; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid State driver's license is required.

Work is performed in an office environment and automotive repair shop. Requires the operation of standard office equipment such as personal computer and related software, fax machine, and copy machine. When working in the automotive shop may be exposed to potentially dangerous tools, equipment, and machinery, hot and cold temperatures, and hazardous chemicals.

# Director-Student Services

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Department:	Equity & Learning	Date Created:	02/2021
Salary Grade:	Administrator – Group E	Date(s) Modified:	
FLSA Status:	Exempt		

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## Position Summary

Under administrative direction, the Director-Student Services plans, administers, and directs the division's special education programs. Supervises department personnel and administers a budget in compliance with State and Federal regulations. Provides oversight of emergency response efforts.

## Job Responsibilities

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

- Supervises and coordinates District special education programs; recommends policies and procedures; participates in program budget development and writes program grants; sets program curriculum; provides professional development; stays abreast of current trends and research related to special education.
- Oversees Medicaid billing; ensures all required State reports are submitted.
- In conjunction with site leadership, oversees Social Workers, Psychologists, Speech/Occupational/Physical Therapists.
- Recruits and participates in the selection of candidates for special education staff; conducts performance evaluations; implements disciplinary actions as appropriate.
- Develops school safety and emergency response plans; conducts emergency drills; participate in threat assessments; organizes a crisis team when needed.
- Conducts regular meetings with healthcare staff to ensure immunizations are in compliance in accordance with State laws; monitors health related records and documentation; establishes policies to address student illness outbreaks; conducts regular hearing and vision screenings for students; prepares written communications to families as needed. Provides professional development opportunities; maintains inventories of medical supplies, materials, and medications.
- Is culturally responsive to disproportionality in a diverse community.
- Oversees early childhood programs, including developmental preschool.
- Performs other duties as required or assigned.

## Job Requirements

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### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Working with federal civil rights laws that prohibit discrimination.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Supervisory principles and practices.
- School health office operations and services.
- Budget development and administration.

- Teaching best practices, including accommodation and differentiation techniques and strategies.
- Special education program design best practices and research.
- Early childhood best practices and research.
- School safety drills, procedures, and policies.
- Child development and learning styles and methods.
- Working with federal civil rights laws that prohibit discrimination.

**Skill in –**

- Organizing work and setting priorities to meet deadlines.
- Providing effective supervision, leadership, and direction to assigned personnel.
- Developing and administering a budget.
- Working efficiently both independently and as part of a team.
- Writing grants.
- Preparing clear and concise reports.
- Interacting professionally with District staff and outside agencies.
- Developing, implementing, and accurately interpreting policies and procedures.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Seven years of progressively responsible experience which includes five (5) years as a classroom teacher; OR an equivalent combination of education, training and experience.

Master's degree in Education/Special Education Preferred.

Administrator's Certificate Preferred.

**Licenses, Certifications, and Equipment:**

A valid State driver's license is required. Valid IVP Fingerprint Clearance Card.

Work is performed at District facilities primarily in a standard office environment. Operates standard office equipment such as personal computer and related software, fax machine, and copy machine.

Please apply on our website, [Osbornschools.org](http://Osbornschools.org), select Human Resources and proceed to Apply.

# Director-Technology

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Department:	Operations	Date Created:	03/2021
Salary Range:	Administrator – Group E	Date(s) Modified:	
FLSA Status:	Exempt		

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## Position Summary

Under administrative direction, the Director-Technology manages the purchase, implementation, and technical support of District technology. Oversees staff providing technical support to technology users within the District.

## Job Responsibilities

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

- Provides direction to resolve technical issues; contacts vendors as required to resolve issues; addresses escalated technical support tickets as needed.
- Plans and leads technical projects through all phases; organizes project teams and monitors progress; conducts project follow up with stakeholders and committees.
- Participates in budget development and management; reviews and evaluates requests for new hardware and software and makes recommendations as appropriate; obtains quotes and places orders; assists with training end users on the operation of new technology; updates District technology procedures.
- Directs the update of the District website, social media account, and marquees; participates in setting up for events; assists the District marketing team as needed.
- Responds to a variety of correspondence via email and phone; prepares various reports as required.
- Attends and participates in a variety of meetings and committees.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Supervisory principles and practices.
- Budget development and administration.
- Project management methods.
- Troubleshooting practices and methods.

### Skill in –

- Providing effective supervision, leadership, and direction to assigned staff.
- Developing and implementing technology related policies and procedures.
- Maintaining accurate records and technical documentation.
- Administering budgets.
- Organizing work and setting priorities to meet deadlines.

- Preparing clear and concise reports.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Master's degree in Computer System Engineering or related field AND seven (7) years of progressively responsible experience in technology support and implementation; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid State driver's license may be required.

Work is performed in an office environment and requires operation of standard office equipment such as personal computer and related software, fax machine, and copy machine.

# Director-Curriculum

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Department:	Curriculum	Date Created:	6/2020
Salary Range:		Date(s) Modified:	
FLSA Status:	Exempt		

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## Position Summary

Under administrative direction, the Director-Curriculum provides support to Teachers, Principals, and other educational staff by ensuring access to resources and information to provide high quality and engaging educational programs, curriculum and instruction to students.

## Job Responsibilities

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

- Develops, establishes, and refines curriculum and instruction for the District; supports curriculum adoption and implementation.
- Supervises and supports the development, administration, evaluation, and implementation of District educational programs to include Dual Language, McKinney-Vento, and Summer School.
- Prepares and administers budget; manages Federal grants.
- Conducts classroom observations and walkthroughs with Principals; conducts staff meetings as needed to interpret or reinforce changes, discuss developments, and evaluate trends in education.
- Works with teams and programs to ensure consistent communication and coordinated support to schools.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Federal and State grant opportunities.
- Grant management and compliance.
- Educational trends.
- Project management practices and methods.
- Supervisory principles and practices.

### Skill in –

- Organizing work and setting priorities to meet deadlines.
- Preparing clear and concise reports.
- Delivering informational presentations to groups of varying size.
- Researching and managing grant opportunities.
- Interacting tactfully with District staff and outside agencies.

- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Bachelor's degree in Teaching or related field AND seven (7) years of progressively responsible instructional experience which includes at least five (5) years as a Teacher; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid State driver's license may be required.

Work is performed in an office environment and requires the operation of standard office equipment such as personal computer and related software, fax machine, and copy machine.

## District Maintenance II

Department:	Maintenance and Transportation	Date Created:	03/2021
Salary Grade:	14	Date(s) Modified:	
FLSA Status:	Non-Exempt		

### Position Summary

Demonstrates required proficiency in plumbing, electrical and general maintenance, District Maintenance II also requires demonstrated proficiency in dry wall, painting, locks and phone repairs. Performs maintenance duties District wide as assigned under the direction of the Director of Maintenance and Transportation.

### Job Responsibilities

**Essential Functions:** -- Essential functions, as defined under the Americans with Disabilities Act, may include any of

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed. In other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential function of the position.

- Completes all assigned work orders in an effective and timely manner.
- Performs building maintenance including more complex electrical, carpentry, plumbing, painting and dry wall work. Assists Site Maintenance III when needed.
- Follows preventive maintenance program at each site and completes record keeping and data entry.
- Alerts school office and Maintenance Department of vandalism or unsafe conditions.
- Trouble-shoots, diagnoses, and isolates electrical, plumbing and air conditioning issues.
- Installs, connects and adjusts thermostats, timers and energy management systems.
- Installs auxiliary components such as valves, ducts, pipes, blowers and flues.
- Maintains school grounds by picking up debris and removing graffiti.
- Performs additional related duties as assigned.

### Job Requirements

The requirements listed below are representative of the knowledge and abilities required to satisfactorily perform the essential duties and responsibilities.

#### Knowledge of –

- Principles and practices of maintenance of facilities and grounds.
- Trouble-shooting procedures on building maintenance.

#### Ability to –

- Maintain records and inventories.
- Perform heavy physical maintenance work.
- Communicate effectively verbally and in writing.
- Maintain effective working relationships with others.
- Operate a computer and related software.

**Education and Experience:** Any combination of education and experience that demonstrates

possession of the requisite knowledge and abilities.

- High school diploma or equivalent preferred.
- Successful experience as Site Maintenance or similar work experience.

**Licenses, Certifications, and Equipment:**

- Must frequently lift or move up to 75 pounds and occasionally lift and/or move up to 100 pounds in accordance with risk management guidelines.
- Must demonstrate mastery of District administered test of general maintenance skills including general plumbing and electrical.
- Valid Arizona Driver's License required.

## District Maintenance III

Department:	Maintenance and Transportation	Date Created:	03/2021
Salary Grade:	15	Date(s) Modified:	
FLSA Status:	Non-Exempt		

### Position Summary

Carries certification/licensure in plumbing, electrical or air conditioning, District Maintenance III also requires proficiency in dry wall, painting, locks and phone repairs. Performs District wide maintenance duties under the direction of the Director of Maintenance and Transportation.

### Job Responsibilities

**Essential Functions:** -- Essential functions, as defined under the Americans with Disabilities Act, may include any of

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed. In other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential function of the position.

- Completes all assigned work orders in an effective and timely manner.
- Performs building maintenance including complex electrical, carpentry, plumbing, painting and dry wall work.
- Follows site preventive maintenance programs and maintains accurate records.
- Alerts school office and Maintenance Department of vandalism or unsafe conditions.
- Trouble-shoots, diagnoses, and isolates electrical, plumbing, air conditioning, fire alarm and security system problems. Contacts outside vendors when necessary.
- Purchases, stores and replaces refrigerants. Maintains records of refrigerant usage.
- Installs, connects and adjusts thermostats, timers and energy management systems.
- Installs auxiliary components such as valves, ducts, pipes, blowers and flues.
- Maintains school grounds by picking up debris and removing graffiti.
- Performs additional related duties as assigned.

### Job Requirements

The requirements listed below are representative of the knowledge and abilities required to satisfactorily perform the essential duties and responsibilities.

#### Knowledge of –

- Principles and practices of maintenance of facilities and grounds.
- Trouble-shooting procedures on building maintenance.

#### Ability to –

- Maintain records and inventories.
- Perform heavy physical maintenance work.
- Communicate effectively verbally and in writing.
- Maintain effective working relationships with others.
- Operate a computer and related software.

**Education and Experience:** Any combination of education and experience that demonstrates

possession of the requisite knowledge and abilities.

- High School Diploma or equivalent preferred.
- Successful experience as District or Site Maintenance II.
- License or certification in electrical, plumbing or air conditioning.
- Demonstrated proficiency in dry wall, lock and phone repairs.

**Licenses, Certifications, and Equipment:**

- Must lift or move up to 75 pounds and occasionally lift and/or move up to 100 pounds in accordance with risk management guidelines.
- Valid Arizona Driver's License required.

# Educational Assistant

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Department:		Date Created:	03/2021
Salary Grade:	7	Date(s) Modified:	
FLSA Status:	Non-exempt		

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## Position Summary

Under general supervision, the Educational Assistant monitors and assists students with completing academic tasks and activities under the direction of the classroom Teacher.

## Job Responsibilities

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

- Assists classroom Teachers with implementing academic instruction; provides additional explanation and instruction for specific assignments as needed.
- Organizes and monitors the use of classroom supplies and materials; may assist with the use of learning devices.
- Monitors student activities; assists students with completing classroom assignments and maintaining focus; arranges and works small groups of students needing further instruction of assistance with activities; observes and documents student progress.
- Reports information related to student development, progress, and behaviors to parents, Teachers, and other school staff as appropriate.
- Monitors classroom behavior and addresses any behavior management issues; provides emotional support to students as needed.
- Participates in organizing and cleaning classrooms to ensure a safe and comfortable learning environment.
- Depending on area of assignment, may assist student with toileting and personal hygiene and mobility needs.
- Produce/make copies of learning materials.
- Performs other duties as required or assigned.

## Job Requirements

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### Knowledge of –

- General classroom policies, procedures, and equipment.
- Child development.
- Learning and teaching methods and styles.
- Classroom behavior management.

### Skill in –

- Maintaining patience and professionalism when working with students.
- Organizing work and setting priorities to meet deadlines.
- Identifying learning and behavioral progress and issues.
- Preparing clear and concise reports.
- Interacting professionally with District staff and outside agencies.
- Communicating effectively both verbally and in writing.

- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Associate degree (Teaching or Early Childhood development preferred) AND one (1) year of experience working with children; OR an equivalent combination of education, training, and experience. OR successfully passing the Para Professional exam.

**Licenses, Certifications, and Equipment:**

Paraprofessional certification may be required depending on area of assignment.

IVP fingerprint clearance card is required.

Work is performed in a classroom environment and requires the use of standard classroom equipment.

# Educational Assistant-Library

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Department:	Library	Date Created:	03/2021
Salary Grade:	8	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Educational Assistant-Library assists students using the school library with using resources, locating materials, and checking out materials.

## Job Responsibilities

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

- Assists students with mini lessons and story time activities; monitors students using library facilities and materials.
- Checks in and out library materials for students; assists students with locating library materials and using library resources to include computers and reference books.
- Sorts, cleans, and shelves returned library materials; repairs damaged books; weeds library collection by removing damaged materials and updating the library catalog records.
- Maintains the school library collection and media materials; purchases new library materials and enters information into the library catalog; maintains and organizes library inventories; implements library cataloging systems.
- Supervises and proctors standardizes testing.
- Monitors students during recess and in the cafeteria as assigned.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- Library policies, procedures, and equipment.
- Library cataloging procedures.
- Learning and teaching styles and methods.

### Skill in –

- Organizing work and setting priorities to meet deadlines.
- Typing and entering data with speed and accuracy.
- Maintaining accurate library catalogs.
- Working with school-age children.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

High School Diploma or GED equivalent AND one (1) year of experience working with school-age children, preferably in a library setting; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid State driver's license may be required.

IVP fingerprint clearance card is required.

Work is performed in a school library. Operates standard office equipment such as personal computer and related software, fax machine, and copy machine.

# Language Development Paraprofessional

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Department:	Curriculum	Date Created:	03/2021
Salary Range:	9	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the ELL Paraprofessional identifies, tests, and supports new students needing assistance with English language acquisition.

## Job Responsibilities

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

- Administers and scores the Arizona English Language Learner Assessment (AZELLA); informs parents of students' test scores.
- Administer Spanish language assessments as required by the District.
- Provides ELL instruction to students in one-on-one settings and small groups; monitors and documents student progress.
- Maintains up-to-date student files and accurate program information.
- Helps teacher access students' performance levels and needs. Assesses their strengths, weaknesses and cultural preferences and reports back to the teacher.
- Communicates with parents regarding student placement and language proficiency score.
- Provides language development to students through one-on-one and/or small group instruction.
- Serves as an interpreter for students, families, and staff as requested.
- Participates in professional development opportunities as required.
- Translates letters and notes from the teacher or school to parents and from parents to the teacher.
- Supports Language Acquisition Specialist as needed or requested by supervisor.
- Performs other duties as required or assigned.

## Job Requirements

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### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Teaching and learning methods and styles.
- Spanish and English languages.
- State language exams.

### Skill in –

- Organizing work and setting priorities to meet deadlines.
- Working with school-age students.
- Maintains accurate records and filing systems
- Preparing clear and concise reports.

- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Successful completion of 60 college credit hours AND two (2) years of experience working with school-age children; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

Must be a certified Paraprofessional.

A valid State driver's license may be required.

Work is performed in a classroom environment and requires the operation of standard classroom equipment such as a personal computer. May be exposed to potentially contagious illnesses when working with students.

# Executive Assistant to the Superintendent

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Department:	Superintendent's Office	Date Created:	03/2021
Salary Grade:	18	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Executive Assistant to the Superintendent performs a variety of complex clerical duties in support of the Superintendent.

## Job Responsibilities

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

- Prepares agenda packets for meetings by compiling submitted information; proofreads materials for errors and submits to the Superintendent for final review; distributes packets in accordance with Open Meeting Laws.
- Schedules meetings and organizes meeting locations; attends meetings and records meeting minutes; obtains Board signatures for contracts and vouchers as needed; distributes signed documents to appropriate departments and parties; prepares and posts meeting minutes.
- Greets students, parents, and other visitors and provides information or directs to appropriate parties and locations; answers, screens, and directs phone calls; takes written messages and relays to appropriate persons; responds to inquiries and requests for information.
- Drafts correspondence and other documents; reads and collections information on behalf of the Superintendent and relays pertinent data.
- Assists with compiling information for the Superintendent's monthly newsletter; submits articles to local publications.
- Updates website information; maintains online calendar of events.
- Performs other duties as required or assigned.

## Job Requirements

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### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Customer service principles, practices, and etiquette.
- Proper grammar, spelling, and punctuation.
- Open meeting laws.

### Skill in –

- Interacting tactfully and professionally with District staff, students, and parents.
- Handling and maintaining the confidentiality of sensitive information.
- Conducting research and compiling relevant information.
- Maintains accurate records and filing systems.

- Organizing work and setting priorities to meet deadlines.
- Preparing clear and concise reports.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

High School Diploma or GED equivalent AND three (3) years of experience as an administrative assistant; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid State driver's license may be required.

Work is performed in an office environment and requires the operation of standard office equipment such as personal computer and related software, fax machine, and copy machine.

# Grounds Maintenance Crew Leader

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Department:	Maintenance	Date Created:	03/2021
Salary Grade:	17	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Grounds Maintenance Crew Leader performs a variety of tasks to maintain site grounds and provide a clean and safe environment for District staff and students.

## Job Responsibilities

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

- Leads and participates in the maintenance and repair of school and District grounds; assists in the coordination, scheduling, and prioritization of work activities.
- Inspects site grounds for safety issues and concerns.
- Clears walkways of obstructions and tripping hazards; cuts grass; repairs sprinkler systems.
- Collects trash grounds grounds.
- Opens and closes gates at the beginning and end of the day as appropriate.
- Maintains district equipment.
- Reviews and completes work orders.
- Assists Crossing Guards as needed.
- Performs other duties as required or assigned.

## Job Requirements

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### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- Work safety policies, procedures, and practices.
- Basic maintenance methods, tools, and equipment.
- Grounds maintenance practices.
- Grass care and maintenance.

### Skill in –

- Maintaining accurate records and supply inventories.
- Troubleshooting and repairing sprinkler systems.
- Using basic hand and power tools safely.
- Organizing work and setting priorities to meet deadlines.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Customer service principals, practices and etiquette.

**Education and Experience:**

High School Diploma or GED equivalent AND one (1) year of previous grounds or landscape maintenance experience; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

None.

Work is performed outdoors at various District facilities and requires exposure to various weather conditions, potentially dangerous tools and equipment, and hazardous cleaning chemicals. May be required to climb ladders and lift and move objects weighing up to 75 pounds.

# Health Technician-EMT

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Department:	Health Office	Date Created:	03/2021
Salary Grade:	11	Date(s) Modified:	
FLSA Status:	Non-exempt		

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## Position Summary

Under general supervision, Health Technician-EMT provides healthcare services to staff and students by performing health screenings, providing first aid, and administering medications and treatment.

## Job Responsibilities

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

- Assesses and treats injuries and illnesses of staff and students; administers medications and provides first aid as needed; documents details of office visits, treatments, and medications; notifies parents of illnesses and injuries.
- Conducts vision and hearing screenings and lice checks; inputs screening results into appropriate computer system; conducts re-screenings as needed; sends notification letters to families.
- Maintains student health and immunization records; ensures all students are up to date on immunizations; distributes letters for students requiring immunizations; updates health records as needed.
- Presents health related information to students, staff, and families to promote wellness.
- Attends and participates in continuing education and recertification as needed.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- Tools, materials, and equipment commonly used in school medical offices.
- Community healthcare and social services agencies.
- State immunization requirements and related records and reports.
- Basic medical terminology.
- First aid.
- Vision and hearing screening procedures.
- Symptoms of common illnesses and injuries.

### Skill in –

- Determining and administering appropriate medications and dosages.
- Responding to and maintaining composure in emergency situations.
- Treating common minor injuries and illnesses.
- Operating standard healthcare equipment.

- Organizing work and setting priorities to meet deadlines.
- Preparing clear and concise reports.
- Maintaining accurate records and documentation.
- Interacting professionally with District staff, students, and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

High School Diploma or GED equivalent AND one (1) year of healthcare experience, preferably with children; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

Must be certified as an Emergency Medical Technician (EMT), paramedic or CAN.

A valid State driver's license is required.

A valid IVP Fingerprint Clearance Card is required.

Operates standard office equipment such as personal computer and related software, fax machine, and copy machine.

# Human Resources Technician

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Department:	Human Resources	Date Created:	03/2021
Salary Grade:	14	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Human Resources Technician performs a variety of administrative duties in support of human resources operations and activities by processing paperwork, maintaining records, and responding to human resources related requests and inquiries.

## Job Responsibilities

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

- Processes routine human resources information related to employment verification, customer service requests, and employee benefits; completes human resources and employee related reports as required or requested.
- Completes benefits enrollment and changes; processes workers' compensation and FMLA paperwork.
- Maintains the accuracy of human resources databases and websites to include current job postings and employment records.
- Assists the department head with scheduling, responding to requests, sending notices, and special projects as assigned.
- Processes Personnel Action Requests (PAR); reviews forms to ensure accuracy; authorizes payroll to initiate compensation actions.
- Coordinates new hire paperwork; completes background checks; takes fingerprints; inputs all new hire data into required systems; creates identification badges for new employees.
- Updates monthly Board packets.
- Compiles data and completes a variety of reports as required.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Problem solving practices.
- Personnel management policies and procedures.
- Human resources practices.
- Time management methods and techniques.

### Skill in –

- Maintaining accurate records and technical documents.
- Typing and entering data with speed and accuracy.
- Organizing work and setting priorities to meet deadlines.
- Preparing clear and concise reports.
- Maintaining a high degree of confidentiality when handling personnel information.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

High School Diploma or GED equivalent AND two (2) years of human resources or administrative support experience; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

None.

Work is performed in an office environment. Operates standard office equipment such as personal computer and related software, fax machine, and copy machine.

# Health Aide

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Department:	Student Services	Date Created:	03/2021
Salary Grade:	6	Date(s) Modified:	
FLSA Status:	Non-exempt		

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## Position Summary

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Under general supervision, the Health Aide provides assistance to special needs students in a classroom setting, moving around campus, and with personal needs including eating, dressing, and toileting. Assists in the monitoring and instruction of special education students.

## Job Responsibilities

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

- Escorts students to and from pick-up/drop off locations.
- Assists students with transitioning between classes, recess, and the cafeteria; assists individual students with learning.
- Takes students to the restroom and assists with toileting, washing hands, and dressing.
- Supervises students in the classroom and assists with activities as needed; monitors computer use.
- May assist with the delivery of approved therapies; supports the use of assistive devices.
- Makes instructional and behavioral related notes.
- Assists Teachers with organizing and monitoring the use of materials and supplies.
- Performs other duties as required or assigned.

## Job Requirements

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### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General classroom policies, procedures, activities, and equipment.
- Procedures and methods used in transporting special needs students.
- Special education program procedures.

### Skill in –

- Understanding and following written and verbal instructions.
- Preparing clear and concise reports.
- Interacting professionally with District staff and students.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

## Education and Experience:

High School Diploma or GED equivalent AND some previous related experience; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid State driver's license may be required.

A valid IVP fingerprint clearance card is required.

Work is performed in a classroom setting and throughout school campuses. Operates standard classroom equipment such as personal computer and some specialized equipment.

# Language Acquisition Curriculum Specialist

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Department:	Curriculum	Date Created:	10/2020
Salary Range:	Administrator – Group B	Date(s) Modified:	
FLSA Status:	Exempt		

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## Position Summary

Under general supervision, the Language Acquisition Curriculum Specialist plans and implements professional development information and activities to support and improve the Language Acquisition Program staff and materials.

## Job Responsibilities

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

- Plans, schedules, and conducts professional development to support English language acquisition curriculum and instruction.
- Facilitates the development and implementation of programs in compliance with State and Federal statutes.
- Recruits, hires, trains, and supervises staff needed to implement the Language Acquisition Program.
- Works with Collaborative Peer Teachers to support the teaching, learning, and assessing of English language learners (ELL).
- Coordinates interpreter and translation services for non-English speaking parents and students.
- Makes recommendations for activity expenditures, equipment, and supplies.
- Coordinates, schedules, and oversees spring Arizona English Language Learner Assessments; orders, distributes, and returns AZELLA materials.
- Maintains active participation with education leaders in Language Acquisition at State and regional levels.
- Updates and maintains ELL student and program tags in appropriate computer system.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Supervisory principles and practices.
- Program administration.
- Budget development methods and practices.

### Skill in –

- Organizing work and setting priorities to meet deadlines.
- Developing and administering budgets.
- Gathering and interpreting data.

- Maintaining accurate records and documentation.
- Developing and presenting professional development opportunities.
- Organizing and administering education programs.
- Preparing clear and concise reports.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Bachelor's degree in a related field AND three (3) years of ELL teaching experience; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

None.

Work is performed in a classroom and office setting and required the operation of standard office equipment such as personal computer and related software, fax machine, and copy machine.

# Lead Custodian

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Department:	Maintenance	Date Created:	03/2021
Salary Grade:	17	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Lead Custodian performs a variety of semi-skilled tasks at assigned District facilities to provide a clean and safe environment for District staff and students. Oversight of night crew workers.

## Job Responsibilities

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

- Opens gates and doors at assigned sites; inspects grounds and buildings for potential safety and security concerns; clears sidewalks of debris.
- Checks email; reviews work orders and materials necessary to complete work; may assign work orders to Custodians.
- Sweeps, mops, and vacuums floors; cleans windows; dusts furniture and other surfaces.
- Checks restrooms for vandalism and maintenance needs; cleans and sanitizes sinks, toilets, and mirrors; restocks paper products and soap as needed.
- Collects trash and empties trash receptacles in the cafeteria and classrooms; cleans and sanitizes drinking fountains.
- Competes assigned work orders for a variety of tasks to include removing or covering graffiti, repairing doors, and removing any trip hazards from walkways.
- Closes gates at the end of the school day as appropriate.
- May travel between District facilities to complete work orders and pick up or deliver supplies.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- Work safety policies, procedures, and practices.
- Basic maintenance methods, tools, and equipment.
- Proper use and handling of cleaning chemicals.
- Facilities and grounds maintenance practices.

### Skill in –

- Maintaining accurate records and supply inventories.
- Using basic hand and power tools safely.
- Leading and directing the work of assigned staff.
- Organizing work and setting priorities to meet deadlines.
- Interacting tactfully with District staff and students.

- Customer service principals, practices and etiquette.
- Communicating effectively both verbally and in writing.
- Basic computer skills.
- Establishing and maintaining effective working relationships.

**Education and Experience:**

High School Diploma or GED equivalent AND two (2) years of previous custodial or janitorial experience; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid State driver's license may be required.

Work is performed indoors and outdoors at assigned District facilities and requires exposure to various weather conditions, potentially contagious illnesses, and hazardous cleaning chemicals. May be required to climb ladders and lift and move objects weighing up to 75 pounds.

# Maintenance/Transportation Dispatcher

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Department:	Maintenance/Transportation	Date Created:	03/2021
Salary Grade:	17	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Maintenance/Transportation Dispatcher coordinates, schedules, and assigns bus routes for regular school year, summer school, and extra-curricular activities. Manages summer maintenance crews. Schedules maintenance work orders and distributing work assignments and duties.

## Job Responsibilities

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

- Prepares and assigns bus routes; makes changes to routes and drivers as needed and informs appropriate staff; answers and dispatches two-way radio calls to bus drivers.
- Schedules and assigns bus routes for field trips and sporting events; prepares summer bus routes and consolidates to accommodate low passenger counts or driver shortages; operates school bus as needed to cover driver shortages.
- Prepares and distributes maintenance work orders and work logs; updates online work orders and emails work orders to staff as needed.
- Creates work schedules for summer cleaning crew; monitors inventories and places orders to ensure crews have necessary supplies.
- Answers phone calls and responds to requests for information from staff, parents, and drivers.
- Prepares a variety of department memos, letters, and bulletins; schedules monthly meetings; prepares purchase orders and orders office supplies, equipment, and uniforms.
- Maintains accurate work records to include attendance records, driver timesheets, and fuel usage; prepares all required reports.
- Participates in new hire interviews; completes background and reference checks on applicants.
- Performs other duties as required or assigned.

## Job Requirements

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### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Passenger safety policies, procedures, and practices.
- Customer service principles, practices, and etiquette.
- Proper grammar, spelling, and punctuation.
- Dispatching procedures.
- Local streets, highways, and geography.

**Skill in –**

- Organizing work and setting priorities to meet deadlines.
- Typing and entering data with speed and accuracy.
- Operating a school bus safely.
- Maintaining accurate records and logs.
- Preparing clear and concise reports.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a two-way radio.

**Education and Experience:**

High School Diploma or GED equivalent AND two (2) years of experience in transportation operations; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid Commercial Class B State driver's license with Passenger and School Bus endorsements is required.

Must be CPR and First Aid certified.

Must possess an Arizona School Bus Driver certification.

Work is performed in an office environment and in a District school bus or passenger van along an assigned route. Work requires exposure to outdoor weather conditions, traffic hazards, cleaning chemicals, and potentially contagious illnesses and diseases. May be required to lift and move objects weighing up to 100 pounds. Must maintain a level of physical agility to successfully pass DPS physical agility tests.

# McKinney-Vento Clerk

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Department:	Curriculum	Date Created:	03/2021
Salary Grade:		Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the McKinney-Vento Clerk identifies and evaluates the eligibility of students and families to participate in the McKinney-Vento program. Provides families with appropriate resources and maintains accurate records.

## Job Responsibilities

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

- Identifies, assesses, and maintains information on families within the District experiencing homelessness; completes and maintains records of eligibility forms for auditing purposes; provides information related to available resources based on family needs.
- Sets up transportation for McKinney-Vento families; sends requests for transportation services to the District transportation department; maintains transportation related information to include pick-up and drop-off times and locations; updates information changes as needed; maintains transportation logs.
- Assists with purchasing and organizing supplies through the McKinney-Vento program grant.
- Prepares for volunteer orientation for parents and community members volunteering on campus or chaperoning field trips; inputs approved volunteer applications into appropriate database for later use.
- Assists with data entry for uniform trips; delivers permission slips to schools; chaperones trips as needed.
- Distributes public notices with information regarding McKinney-Vento compliance; reviews notices to ensure information is up to date and liaison and State coordinator contact information is correct.
- Performs other duties as required or assigned.

## Job Requirements

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### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Community resources.
- Customer service principles, practices, and etiquette.
- McKinney-Vento program eligibility and compliance.

### Skill in –

- Organizing work and setting priorities to meet deadlines.
- Identifying and addressing student and family needs.

- Maintaining accurate records and documents.
- Typing and entering data with speed and accuracy.
- Preparing clear and concise reports.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Associate degree in Family Development or related field AND two (2) years of related experience;  
OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid State driver's license may be required.

Work is performed in an office environment and requires the operation of standard office equipment such as personal computer and related software, fax machine, and copy machine.

# Medicaid Coordinator

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Department:	Special Education	Date Created:	03/2021
Salary Grade:	18	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Medicaid Coordinator manages all Medicaid related billing for the Special Education department. Reviews documents and prepares reports to ensure compliance with applicable billing and funding requirements.

## Job Responsibilities

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

- Reviews individual education plans (IEP's) to ensure compliance with Medicaid billable services; uploads documents to the appropriate website; assists Teachers with IEP related questions and concerns.
- Completes quarterly and annual Medicaid reports.
- Assists with organizing and conducting vision and hearing screenings for students.
- Participates in special education counts and audits; provides general support to Special Education Specialists.
- Manages and assists in managing specialized software programs and websites.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Basic website management.
- Individual education plan requirements.
- Medicaid billing practices and procedures.

### Skill in –

- Organizing work and setting priorities to meet deadlines.
- Typing and entering data with speed and accuracy.
- Gathering and compiling data.
- Preparing clear and concise reports.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

## Education and Experience:

High School Diploma or GED equivalent AND some previous billing experience preferably in a public education setting; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

Valid IVP Fingerprint Clearance Card.

Work is performed in an office environment and requires the operation of standard office equipment such as personal computer and related software, fax machine, and copy machine.

# Network Engineer/Administrator

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Department:	Information Systems	Date Created:	03/2021
Salary Grade:	C/E – Group C	Date(s) Modified:	
FLSA Status:	Exempt		

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## Position Summary

Under general supervision, Network Engineer/Administrator maintains, updates, deploys, and resolves issues with all District technology systems to include all areas of networking, server administration, and cloud services.

## Job Responsibilities

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

- Updates network switch configurations to allow for moving, adding, and changing all network equipment; installs and troubleshoots network equipment.
- Builds and deploys physical and virtual servers; maintains existing server infrastructure; monitors and backs-up systems.
- Acts as Cloud Services Administrator; manages all cloud services including access and availability.
- Provides user support for escalated technical support issues; supervises and assists Computer Technicians in the field, onsite, and working remotely.
- Assists in planning and managing all technology-based projects.
- Traces, repairs, and installs network cabling; installs and relocates wireless access.
- Resolves compromised systems; assists in teaching District staff technology best practices.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Customer service principles, practices, and etiquette.
- Troubleshooting practices and methods.
- Cable management.
- Network and server administration.
- Supervisory principles and practices.

### Skill in –

- Organizing work and setting priorities to meet deadlines.
- Providing technical support to end users.
- Troubleshooting and resolving technology issues.
- Providing effective supervision and direction to assigned staff.

- Preparing clear and concise reports.
- Installing and maintaining network equipment and servers.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Associate degree in Computer Science or related field is preferred AND three (3) years of network and system administration experience which includes some technical support responsibilities; OR an equivalent combination of education, training, and experience. Cisco or Microsoft Certification is referred.

**Licenses, Certifications, and Equipment:**

A valid State driver's license is required.

Work is performed both indoors and outdoors in various weather conditions. Operates standard office equipment such as personal computer and related software, fax machine, and copy machine. May be required to climb ladders, lift and move objects weighing up to 50 pounds, and operate a vehicle to travel between work sites.

# Occupational Therapist

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Department:	Special Services	Date Created:	03/2021
Salary Grade:	Oc/Ph/Spch/SW	Date(s) Modified:	
FLSA Status:	Exempt		

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## Position Summary

Under general supervision, the Occupational Therapist screens, identifies, and addresses fine, sensory, and visual motor issues by adapting classroom environments, modifying curriculum, and supporting accommodations to ensure access and participation in school activities and educational programs.

## Job Responsibilities

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

- Conducts screenings of students with concerns of fine, visual, or sensory motor issues; administers formal testing and Teacher questionnaires.
- Collects data and calculates evaluation protocols; writes reports of testing results and interpretations.
- Plans and implements treatments plans according to skills needed; prepares tasks worksheets to be used during therapy sessions; provides activity suggestions to Teachers and parents.
- Meets with individualized education plan (IEP) teams; presents screening results and collaborates to determine the best placement and services to meet student needs.
- Trains Teachers and Paraprofessionals in strategies to assist students with transitions and completion of tasks; provides instruction in the setup and maintenance of sensory spaces and programs.
- Supervises students in classrooms and assigned settings.
- Makes environmental modifications to classrooms to allow students access to curriculum.
- Prepares treatment documentation and submits medical billing.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Child development and learning.
- Behavior management.
- Sensory processing.
- Anatomy and physiology as related to gross and fine motor functions.

**Skill in –**

- Organizing work and setting priorities to meet deadlines.
- Understanding the kinesiology of physical movement.
- Developing and implementing IEPs
- Adapting learning environments and curriculum to meet special needs.
- Preparing clear and concise reports.
- Maintaining accurate records and technical documents.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Master's degree in Occupational Therapy AND one (1) year of school based occupational therapy experience; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

Must be licensed by the State of Arizona as an Occupational Therapist.

A valid State driver's license may be required.

A valid IVP Fingerprint Clearance Card is required.

Work is performed in an office and classroom environment and requires the operation of standard office equipment such as personal computer and related software, fax machine, and copy machine. May be exposed to potentially contagious illnesses from students.

# Parent Liaison

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Department:	Curriculum	Date Created:	03/2021
Salary Range:		Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Parent Liaison assists students with daily assignments to reinforce academic lessons. Identifies and provides assistance to students eligible to participate in the McKinney-Vento program.

## Job Responsibilities

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

- Plans and works with the community, staff, students, and parents to encourage parent involvement in school curriculum and activities.
- Assists with the implementation with instructional programs under Teacher supervision; provides feedback to instructors on the progress of individual students who may be struggling academically.
- Organizes the use of materials to include laptops and computers; monitors students using computers to ensure they are being used appropriately.
- Assists students with classroom and homework assignments.
- Identifies and assesses students who may be eligible to participate in the McKinney-Vento program; assists qualifying students with obtaining uniforms, school supplies, and transportation; communicates referral information for housing services and food banks and other program resources and information information to students and families.
- Attends and participates in parent/teacher conferences, PTA meetings, and parent night activities.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Community resources.
- Basic math, English, and science concepts.
- McKinney-Vento program eligibility requirements and resources.

### Skill in –

- Maintaining accurate records.
- Typing and entering data with speed and accuracy.
- Organizing work and setting priorities to meet deadlines.
- Preparing clear and concise reports.
- Interacting tactfully with District staff and outside agencies.

- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

High School Diploma or GED equivalent AND two (2) years of experience working with school-age children; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid State driver's license may be required.

Work is performed in a classroom environment and throughout school campuses and requires the operation standard office and classroom equipment such as personal computer and related software, fax machine, and copy machine.

# Reading Tutor

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Department:		Date Created:	03/2021
Salary Range:		Date(s) Modified:	
FLSA Status:			

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## Position Summary

Under general supervision, the Reading Tutor works with individuals and small groups of children to improve reading accuracy, fluency, and comprehension.

## Job Responsibilities

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

- Administers various reading tests for progress and placement; works with Teachers and other school staff to evaluate test results and determine a learning plan.
- Plans and provides reading lessons for students at all levels based on student needs and established programs; works with students individually and in small groups on improving reading, spelling, and vocabulary under the direction of classroom Teachers.
- Assists Teachers with managing classroom behaviors; works with individual students and parents on behavior management methods.
- Supervises students in cafeteria during mealtimes.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Reading fundamentals.
- Teaching and learning methods and styles.
- Classroom and behavior management strategies.
- Child development and basic child psychology.

### Skill in –

- Organizing work and setting priorities to meet deadlines.
- Working with school age students.
- Maintaining patience and composure when working with difficult students.
- Identifying students learning and behavioral support needs.
- Preparing clear and concise reports.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Bachelor's degree in Education, Child Psychology, or related field AND two (2) years of experience working with children in a school setting; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid State driver's license may be required.

Work is performed in a classroom environment and requires the operation of standard classroom equipment. May be exposed to potentially contagious illnesses when working with students.

# Receptionist/ Student Records Custodian

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Department:	Human Resources	Date Created:	6/2020
Salary Range:		Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Receptionist/ Student Records Custodian maintains student data and records, greets and assists walk-ins at the District Office, and answers incoming phone calls.

## Job Responsibilities

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

- Greets walk-ins and provides assistance or direction to appropriate party or location; answers and directs incoming phone calls.
- Maintains and updates meetings schedules and agendas.
- Tracks the files of all former students and students that have withdrawn from the District.
- Transfers and receives student transcripts.
- Collects enrollment packages and tracks the number of students enrolling in each school within the District.
- Sorts and distributes incoming mail.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Customer service principles, practices, and etiquette.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Phone etiquette.
- School District Office operations and procedures.

### Skill in –

- Maintaining accurate records and technical documents.
- Typing and entering data with speed and accuracy.
- Organizing work and setting priorities to meet deadlines.
- Preparing clear and concise reports.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

High School Diploma or GED equivalent AND some previous clerical or reception related experience; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

None.

Work is performed in an office environment. Operates standard office equipment such as personal computer and related software, fax machine, and copy machine.

# School Administrative Assistant

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Department:	Front Office	Date Created:	03/2021
Salary Grade:	14	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the School Administrative Assistant performs a variety of clerical and administrative support tasks to include student registration, maintaining attendance records, and preparing activity and information notifications for parents.

## Job Responsibilities

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

- Greets school office visitors providing exceptional customer service; answers and screens phone calls; directs visitors and calls to appropriate parties and locations; responds to inquiries and provides information as requested.
- Registers and withdraws students; maintains accurate student records; completes all mandated reports related to student data, ensures all 45 day screening forms for new students are turned in; processes and transfers student records.
- Processes various documents to include requisitions, schedules, attendance reports, and time sheets; disseminates information and documents to appropriate parties.
- Maintains office and school supply inventories, equipment, and building keys; prepares purchase requisitions; distributes mail and supplies to appropriate persons.
- Composes written materials to include bulletins, work orders, memos, and letters to convey information regarding school activities.
- Prepares paperwork and materials for substitute teachers; assists substitutes as needed.
- Maintains records of programs and activities; reconcile, collect and maintain school files, deposits and cash received from parents and student activities.
- Assists students with minor injuries and distributes medication in the absence of the school health tech.
- Performs other duties as required or assigned.

## Job Requirements

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### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Proper grammar, spelling, and punctuation.
- Customer service principles, practices, and etiquette.
- Purchasing practices.

### Skill in –

- Organizing work and setting priorities to meet deadlines.
- Maintaining accurate records and filing systems.

- Preparing clear and concise reports.
- Typing and entering data with speed and accuracy.
- Interacting professionally with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

High School Diploma or GED equivalent AND two (2) years of previous clerical or office related experience; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid State driver's license may be required.

Fingerprint clearance card.

Bi-lingual preferred.

Work is performed in an office environment and requires the operation of standard office equipment such as personal computer and related software, fax machine, and copy machine.

# School Clerk

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Department:	School Front Office	Date Created:	03/2021
Salary Grade:	9	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the School Clerk performs a variety of clerical duties to support front-office and administrative activities with a focus on exceptional customer service.

## Job Responsibilities

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

- Assists with enrolling students; processes student withdrawals; notifies parents/guardians of unreported student absences
- Assists students with minor injuries and distributes medication in the absence of the school health tech.
- Maintains accurate student attendance and truancy records.
- Greets and screens visitors; signs out early pick-ups.
- Sorts and distributes incoming mail and flyers.
- Answers, screens, and directs phone calls; responds to questions.
- Performs a variety of clerical duties to include making photocopies, making phone calls to parents; entering data into appropriate computer systems, and filing paperwork.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- School and District attendance policies.
- Customer service principles, practices, and etiquette.

### Skill in –

- Maintaining accurate records and filing systems.
- Typing and entering data with speed and accuracy.
- Organizing work and setting priorities to meet deadlines.
- Preparing clear and concise reports.
- Interacting professionally with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

## Education and Experience:

High School Diploma or GED equivalent AND some previous clerical or office related experience;  
OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid State driver's license may be required.

Fingerprint clearance card.

Bi-lingual preferred.

Work is performed in an office environment and requires the operation of standard office equipment such as personal computer and related software, fax machine, and copy machine.

# School Psychologist

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Department:	Special Education	Date Created:	03/2021
Salary Schedule:	Psychologist	Date(s) Modified:	
FLSA Status:	Exempt		

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## Position Summary

Under general supervision, the School Psychologist evaluates, assesses, and provides appropriate mental health and intervention services to students and staff to ensure academic success and social and emotional wellness.

## Job Responsibilities

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

- Coordinates and monitors student services; conducts evaluations and assessments; reviews assessment data and prepares reports; works students, families, and other staff and agencies to develop individualized education plans and behavior intervention plans.
- Works with District staff to determine appropriate placement for eligible special education students.
- Provides mental health services to students in the form of daily check-ins and small group or individual behavior support.
- Performs threat assessments surrounding threats of self-harm, harm to others, or suicide; monitors and provisions direct services according to safety and support plans developed from assessments.
- Conducts academic screenings and assessments to place students in appropriate programs.
- Consults and coordinates with other District and school staff to promote engagement and motivate students.
- Attend and participates in continuing education to maintain certifications and stay abreast of current trends and developments in child psychology.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- De-escalation methods and techniques.
- Individual with Disabilities Education Act (IDEA) regulations and requirements.
- Mental health assessments, diagnosis, and treatment methods.
- Intervention techniques.

### Skill in –

- Organizing work and setting priorities to meet deadlines.

- Preparing clear and concise reports.
- Maintaining composure in stressful and emergency situations.
- Interacting professionally with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Evaluating and mitigating crisis situations.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Master's degree in Educational Psychology or related field AND successful completion of a supervised internship of 1200 hours; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid State driver's license is required.

A valid IVP fingerprint clearance card is required.

Operates standard office equipment such as personal computer and related software, fax machine, and copy machine.

# Lead Mechanic

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Department:	Transportation	Date Created:	03/2021
Salary Range:	17	Date(s) Modified:	
FLSA Status:	Non-exempt		

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## Position Summary

Under general supervision, the Lead Mechanic performs a variety of skilled tasks to diagnose, maintain, and repair District equipment, school buses, and fleet vehicles.

## Job Responsibilities

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

- Completes a variety of preventative maintenance on District school buses and fleet vehicles to include oil changes, tire changes, and break replacement; maintains logs of all work completed.
- Reviews work orders; troubleshoots and diagnoses issues with vehicles and buses; orders parts and materials as necessary to complete repairs.
- Inspects, troubleshoots, and repairs janitorial and grounds maintenance equipment.
- Responds to emergency roadside service calls.
- Maintains detailed records of completed work.
- Attends and participates in workshops and training to stay up to date on mechanical knowledge.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- Tools, materials, and equipment used in automobile repair and maintenance.
- Work safety policies, procedures, and practices.
- Vehicle troubleshooting and repair methods.

### Skill in –

- Working efficiently with little or no direct supervision.
- Organizing work and setting priorities to meet deadlines.
- Preparing clear and concise reports.
- Troubleshooting and repairing vehicles and maintenance equipment.
- Operating hand and power tools.
- Maintaining a clean and organized work environment.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Customer service principles, practices and etiquette.

**Education and Experience:**

Vocational training in automotive repair AND three (3) years of experience diagnosing and repairing vehicles; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid State driver's license is required.

First aid and CPR certification.

Work is performed in a shop environment and requires exposure to potentially dangerous tools, equipment, and machinery, hazardous chemicals, and various weather conditions. May be required to lift and move objects weighing up to 50 pounds.

# Lead Site Maintenance Worker (III)

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Department:	Maintenance	Date Created:	03/2021
Salary Grade:	16	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Lead Site Maintenance Worker performs a variety of maintenance duties at assigned District facilities to ensure a clean and comfortable environment for District students and staff. Oversees daily maintenance staff and work orders.

## Job Responsibilities

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

- Receives, reviews, and prioritizes work orders; assigns work orders to Site Maintenance Workers as appropriate.
- Estimates the cost of repairs; orders and maintains an inventory of maintenance supplies and parts.
- Directs and participates in the diagnosis and performance of major and minor repairs to District facilities and equipment, to include HVAC, phone, electrical, fire, and security systems.
- Develops and oversees a District-wide comprehensive preventative maintenance program; determines when to repair or replace equipment within budgetary constraints.
- Makes keys for school staff, locks, and doors.
- Prepares and submits annual gas inspection reports and refrigerant logs.
- Responds to calls from school staff; performs even and weekend on-call duties as assigned.
- Serves as back-up Custodian when short-staffed.
- Performs other duties as required or assigned.

## Job Requirements

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### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- Work safety policies, procedures, and practices.
- Basic maintenance methods, tools, and equipment.
- Basic building and fire safety codes.
- Facilities and grounds maintenance practices.

### Skill in –

- Maintaining accurate records and supply inventories.
- Reading and accurately interpreting school site maps.
- Preparing clear and concise reports.
- Using basic hand and power tools safely.
- Organizing work and setting priorities to meet deadlines.

- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Customer service principles, practices and etiquette.

**Education and Experience:**

High School Diploma or GED equivalent preferred AND two (2) years of previous maintenance or custodial related experience; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

First aid and CPR certification.

Work is performed indoors and outdoors at various District facilities and requires exposure to various weather conditions and potentially hazardous cleaning chemicals. May be required to climb ladders and lift and move objects weighing up to 75 pounds.

# Site Maintenance Worker (I)

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Department:	Maintenance	Date Created:	03/2021
Salary Grade:	14	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Site Maintenance Worker (I) performs a variety of light maintenance duties at assigned District facilities to ensure a clean and comfortable environment for students and staff.

## Job Responsibilities

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

- Opens gates and doors at assigned sites; inspects grounds and buildings for potential safety and security concerns.
- Checks restrooms for vandalism and maintenance needs; restocks paper products and soap as needed.
- Collects trash from grounds; empties trash receptacles in restrooms and classrooms.
- Reviews maintenance request and work order paperwork and completes tasks to include changing air conditioner intake filters, replacing light bulbs, repairing doors and fences, and removing or covering graffiti.
- Assists with supervising students in cafeteria during lunches.
- Performs custodial duties as appropriate.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- Work safety policies, procedures, and practices.
- Basic maintenance methods, tools, and equipment.
- Facilities and grounds maintenance practices.

### Skill in –

- Maintaining accurate records and supply inventories.
- Using basic hand and power tools safely.
- Organizing work and setting priorities to meet deadlines.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Customer service principles, practices and etiquette.

**Education and Experience:**

High School Diploma or GED equivalent preferred AND some previous maintenance or custodial related experience; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

None.

Work is performed indoors and outdoors at various District facilities and requires exposure to various weather conditions and potentially hazardous cleaning chemicals May be required to climb ladders and lift and move objects weighing up to 75 pounds.

# Special Education Specialist

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Department:	Special Education	Date Created:	03/2021
Salary Grade:	14	Date(s) Modified:	
FLSA Status:	Non-Exempt		

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## Position Summary

Under general supervision, the Special Education Specialist creates, maintains, and processes requests for student records. Serves as point of contacts for the Special Services department by responding to questions and concerns and providing program information.

## Job Responsibilities

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

- Maintains all records for special education students to include the transfer and destruction of records in compliance with the Individuals with Disabilities Education Act (IDEA).
- Completes requests for special education records; sends records to requesting schools; creates and maintains files; scans, faxes, uploads, and files documents on a daily basis.
- Develops and maintains student databases; maintains spreadsheets with up to date information related to student enrollment, individual education plans (IEP), and withdrawals.
- Answers, screens, and directs calls; takes and relays messages; greets and directs visitors; responds to inquiries related to special education records and enrollment.
- Recruits and registers students for preschool programs; ensures licensing standards are maintained at community preschool sites; assists with inputting student information into appropriate computer system; maintains the preschool extranet for program funding.
- Works with the Transportation department to arrange specialized transportation for students as needed.
- Creates purchase orders; obtains quotes for orders; maintains product inventory; communicates with vendors as needed.
- Submits special education census numbers to the Arizona Department of Education (ADE) on a yearly basis; compiles and reports student related data to include disability category and level of service for funding purposes.
- Prepares Board reports regarding special education data; provides accurate data related to the Student Services department.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Special education programs.
- State education program funding opportunities and requirements.
- Database and spreadsheet management.

- Customer service principles, practices, and etiquette.

**Skill in –**

- Maintaining accurate records and filing systems.
- Typing and entering data with speed and accuracy.
- Handling and maintaining the confidentiality of student records and information.
- Organizing work and setting priorities to meet deadlines.
- Preparing clear and concise reports.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Associate degree in Education, Human Services, or related field AND three (3) years of administrative or clerical experience; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

None.

Work is performed in a standard office environment and requires the use of office equipment such as personal computer and related software, fax machine, and copy machine.

# Speech Language Pathologist

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Department:	Special Education	Date Created:	03/2021
Salary Schedule:	Oc/Phy/Spch/SW	Date(s) Modified:	
FLSA Status:	Exempt		

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## Position Summary

Under general supervision, the Speech Language Pathologist provides specialized instruction in the areas of comprehension and expression in oral and alternative communications, language processing, pre-literacy, and language-based literacy skills.

## Job Responsibilities

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

- Evaluates, identifies, and addresses communication delays and speech language impairments with school age children; conducts screenings to determine communication differences versus speech disorders.
- Screens and evaluates students to develop individualized service plans (ISP) for students in private placements within District boundaries.
- Assists students with meeting performance standards of the School District and State by defining students' roles and responsibilities and ensuring appropriate services are available.
- Develops individualized education plans (IEP) and goals for students; reports data to Medicaid Coordinator for billing purposes.
- Participates and completes consultations on transitions from the Arizona Early Intervention Program.
- Provides support to Teachers; provides materials, support, and intervention assistance.
- Attends and participates in IEP/multidisciplinary evaluation team (MET) and parent/teacher conferences.
- Consults with educational assistants, general education Teachers, and social workers as needed.
- Participates in continuing education to maintain appropriate certifications and stay abreast of trends and developments.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Supervisory principles and practices.
- Speech and language screening methods.
- Communication disorders.
- Child development stages.

- Teaching and learning styles, materials, and strategies.

**Skill in –**

- Organizing work and setting priorities to meet deadlines.
- Maintaining composure when interacting with agitated students.
- Identifying and evaluating speech and language needs.
- Developing ISPs and IEPs based on screenings and evaluations.
- Preparing clear and concise reports.
- Interacting professionally with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

Master's degree in Communication Sciences and Disorders AND one (1) year of clinical experience; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

Must be a Licensed Speech Language Pathologist with the State of Arizona at the time of hire.

A valid State driver's license may be required.

Valid IVP fingerprint clearance card is required.

Work is performed in an office and classroom setting and requires operation of standard office equipment such as personal computer and related software, fax machine, and copy machine. May be exposed to potentially contagious illnesses and physical harm from students.

## Student Data Coordinator

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Department:	Business Services	Date Created:	03/2021
Salary Grade:	Classified Grade 18, starting placement level 6	Date(s) Modified:	
FLSA Status:	Non-exempt	Work year:	12 months

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### Position Summary

The Student Data Coordinator is responsible for maintaining and supporting multiple databases, student data reporting and data mining to support District needs. The Student Data Coordinator works under the direction of the Chief Operations Officer in a demanding and rigorous environment with little to no direct supervision. The Student Data Coordinator ensures compliance with federal and state regulatory agencies.

### Job Responsibilities

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

- Investigates and resolves data discrepancies; identifies causes and solutions to prevent future discrepancies.
- Develops routine and custom reports.
- Merges, modifies and edits data files from various sources (e.g., Microsoft Excel, Access, etc.) for analysis, warehousing, collection, and reporting.
- Exports and imports data to and from various systems for school sites, business, curriculum, technology and maintenance/transportation departments' critical databases to support reporting functions.
- Assists in data systems set-up, training, networking, automations and implementation of critical District-wide systems.
- Analyzes data using programs such as Microsoft Excel and other software to fulfill reporting requirements and data requests.
- Develops internal controls for student data and attendance to maintain compliance.
- Conducts data analysis and reconciles district's student enrollment, attendance and program participation records to state records.
- Works with school-based personnel to systematize and support efficient and compliant data collection procedures.
- Supports schools in their effort to enter, maintain and report data related to important business processes (e.g., attendance, enrollments/withdrawals, etc.).
- Provides training to teachers and school office staff regarding district and state laws, rules and regulations regarding student enrollment and attendance reporting.
- Manages the student attendance portion of the annual audit, working directly with District external auditors and site personnel.
- Provides training and supervision to student data support staff
- Prioritize department work and decisions in the absence of the immediate supervisor
- Supports business department staff in accounting procedures and responsibilities
- Performs other duties as required or assigned.

## **Job Requirements**

---

### **Knowledge of –**

- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Communication and leadership skills.
- Federal, state and district policies and regulations
- Student management systems, Microsoft excel, related educational software programs and applications.
- Database management, networking, automations and queries.

### **Skill in –**

- Organizing work and setting priorities to meet deadlines.
- Problem solving to identify, prioritize issues and create action plans collaboratively.
- Communicate effectively verbally and in writing with students, staff, administration and community
- Read a variety of manuals, write documents / queries following prescribed formats, and/or present information; and understand complex, multi-step written and oral instructions.
- Maintain high levels of professionalism and confidentiality
- Maintain effective working relationships with others
- Training staff and leading team meetings
- Operate a computer and related software

### **Education and Experience:**

- High School diploma required.
- Bachelor's degree in database management or equivalent is preferred.
- Three years of database management experience; OR an equivalent combination of education, training and experience.
- Experience working in k-12 School District preferred.

### **Licenses, Certifications, and Equipment:**

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

# Sub-Coordinator

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Department:	Human Resources	Date Created:	10/2020
Salary Grade:	9	Date(s) Modified:	
FLSA Status:	Non-Exempt		

---

## Position Summary

Under general supervision, the Sub-Coordinator facilitates the coverage of daily and long-term Teacher absences by managing the online system and addressing any questions or needs regarding the position, or guest Teacher.

## Job Responsibilities

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

- Monitors substitute employee management system(s) and secures substitutes.
- Coordinates and communicates information between District administration, guest teachers, and District staff regarding positions and other related information.
- Provides support to District staff and guest Teachers using the online system.
- Assists District Teachers requesting help with creating custom posts according to class and Teacher needs.
- Serves as point of contact with outsourcing agency; maintains regular communications regarding needs; maintains an active and current roster of guest Teachers.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record maintenance and retention policies and procedures.
- General office policies, procedures, and equipment.
- Basic human resources policies.
- Customer service practices.

### Skill in –

- Organizing work and setting priorities to meet deadlines.
- Providing basic technical support on the use of District website and software.
- Typing and entering data with speed and accuracy.
- Preparing clear and concise reports.
- Interacting tactfully with District staff and outside agencies.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating a computer and related software.

**Education and Experience:**

High School Diploma or GED equivalent AND some previous clerical or administrative support experience; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

None.

Work is performed in an office environment. Operates standard office equipment such as personal computer and related software, fax machine, and copy machine.

# Van Driver

---

Department:	Transportation	Date Created:	03/2021
Salary Range:	9	Date(s) Modified:	
FLSA Status:	Non-Exempt		

---

## Position Summary

Under general supervision, the Van Driver safely operates a school van to transport students to and from school and designated field trips and sports trips.

## Job Responsibilities

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

- Conducts pre-trip bus inspections; checks tire, breaks, oil and other fluids for proper levels and function; checks emergency equipment and supplies.
- Drives passenger van along assigned route to pick up and drop off students at designated areas; transports students for field trips and sporting events; documents the number of students boarding and deboarding the school van.
- Operates wheelchair lift; secures wheelchairs, car seats, and safety harnesses for special needs students.
- Keeps logs of student conduct while aboard the van; prepares incidents reports and informs parents and appropriate parties as needed.
- Cleans van floor; sanitizes seats; cleans windows.
- Conducts post-trip inspection; logs mileage for the day.
- Participates in biannual evacuation drills.
- Performs other duties as required or assigned.

## Job Requirements

### Knowledge of –

- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Vehicle safety policies, procedures, and practices.
- Basic first aid.
- Van evacuation procedures.
- Local street names, highways, and geography.

### Skill in –

- Operating a school vehicle safely.
- Maintaining accurate records and logs.
- Identifying and mitigating traffic hazards.
- Preparing clear and concise reports.
- Interacting tactfully with District staff, students, and parents.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Customer service principles, practices and etiquette.

**Education and Experience:**

High School Diploma or GED equivalent AND two (2) years of related job experience; OR an equivalent combination of education, training, and experience.

**Licenses, Certifications, and Equipment:**

A valid Arizona State driver's license is required.

Must be CPR and First Aid certified.

Operates a school van along assigned routes. Requires exposure to traffic hazards, various weather conditions, potentially contagious illnesses and diseases, and cleaning chemicals.

## Warehouse Clerk

Department:	Business Services	Date Created:	03/2021
Salary Grade:	Classified Grade 9	Date(s) Modified:	
FLSA Status:	Non-exempt	Work year:	12 months

### Position Summary

Manages District receiving and distribution. This is a safety sensitive position.

### Job Responsibilities

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

- Maintains a centralized warehouse and performs receiving and distributing duties.
- Sorts and distributes mail within the District Office.
- Arranges equipment transfers and disposals, and maintains corresponding records.
- Informs Maintenance of necessary equipment repairs.
- Assists sites in maintaining and completing physical inventories according to District policy and USFR requirements.
- Maintains and updates general fixed assets records and perpetual files.
- Maintains an efficient and compliant centralized record storage according to record retention schedules.
- Verifies and enters receiving documentation into the district's accounting software system.
- Maintains warehouse in a clean and orderly fashion, operating forklift as necessary.
- Performs courier duties as assigned (including, but not limited to County documents, inter-district mail, Board deliveries).
- Assists other departments or positions with special projects and/or duties.
- Performs additional related duties as assigned.

### Job Requirements

#### Knowledge of –

- Principles and practices of warehouse operations.
- Warehouse equipment such as pallets, forklifts, engravers and computers.
- Shipping, receiving and inventories.
- Current office practices and procedures.

#### Skill in –

- To work independently and with minimal direction.
- Provide technical leadership in warehouse operations.
- Communicate effectively verbally and in writing.
- Maintain effective working relationships with others.
- Operate a computer and related software.
- Operate a variety of warehouse equipment including a forklift.
- Perform heavy manual labor.
- Customer service principles, practices and etiquette.

**Education and Experience:**

- High School Diploma required.
- Two years prior work experience, preferably in a warehouse.

**Licenses, Certifications, and Equipment:**

- Valid Arizona Driver's License.

Operates standard office equipment such as personal computer and related software, fax machine, and copy machine. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds in accordance with risk management guidelines.

## Warehouse Clerk

Department:	Business Services	Date Created:	03/2021
Salary Grade:	Classified Grade 9	Date(s) Modified:	
FLSA Status:	Non-exempt	Work year:	12 months

### Position Summary

Manages District receiving and distribution. This is a safety sensitive position.

### Job Responsibilities

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

- Maintains a centralized warehouse and performs receiving and distributing duties.
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- Assists sites in maintaining and completing physical inventories according to District policy and USFR requirements.
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- Assists other departments or positions with special projects and/or duties.
- Performs additional related duties as assigned.

### Job Requirements

#### Knowledge of –

- Principles and practices of warehouse operations.
- Warehouse equipment such as pallets, forklifts, engravers and computers.
- Shipping, receiving and inventories.
- Current office practices and procedures.

#### Skill in –

- To work independently and with minimal direction.
- Provide technical leadership in warehouse operations.
- Communicate effectively verbally and in writing.
- Maintain effective working relationships with others.
- Operate a computer and related software.
- Operate a variety of warehouse equipment including a forklift.
- Perform heavy manual labor.
- Customer service principles, practices and etiquette.

**Education and Experience:**

- High School Diploma required.
- Two years prior work experience, preferably in a warehouse.

**Licenses, Certifications, and Equipment:**

- Valid Arizona Driver's License.

Operates standard office equipment such as personal computer and related software, fax machine, and copy machine. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds in accordance with risk management guidelines.

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

**Children want knowledge, challenge and recognition.  
Parents want independent, passionate learners in a safe environment.  
This is our mission.**

**Agenda Item Number – IV-L**

**Agenda Item**

**Approval of E-Rate Vendor Selection for 2021-2022 School Year**

For Board:  Action  Discussion  Information

**Background**

After evaluating the bids for two projects, we awarded **Wyebot** and **Logicalis** companies for e-rate year 2021-2022.

Wyebot's project is for Wi-Fi analyzers for schools and the total was for three years = \$79,530.00.

Logicalis' project is for new firewall and warranty on critical switches = \$68,355.17

USAC (E-rate) will fund 85% of these costs. District DAA/Capital will fund the remaining 15%.

**Legal**

**Financial**

**Governing Board Goals**

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

**Recommendation**

It is recommended the Governing Board approve the E-rate vendor selection as presented for the 2021-2021 school year.

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

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

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**Agenda Item Number – IV-M**

**Agenda Item**

**Approval of Emergency COVID-19 Procurements**

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.

Executive Order 2020-41 classifies COVID-19 as an "emergency condition" for FY21 purchases

**Legal**

A.A.C. R7-2-1055, Executive order 2020-41

**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 the Governing Board approve the emergency COVID-19 procurements as presented.

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

# Osborn School District

## EMERGENCY PROCUREMENT

### WRITTEN DETERMINATION

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.

Executive Order 2020-41 classifies COVID-19 as an "emergency condition" for FY21 purchases

Complete all areas below and submit to the Purchasing Administrator. If review determines all requirements have been met, Purchasing will forward for Superintendent's approval and prepare an emergency procurement board agenda item.

Name of Proposed Supplier: *Amazon*

Estimated Dollar Value: *\$121,772.31*

Date or Period of Emergency *2/5/2021*

Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.

Due to COVID-19, cdc guidelines recommend that all areas be washed and disinfected for health and safety reasons.

Describe in detail the emergency goods, services or construction and explain why it is necessary.

*CDC Guidelines, Safety for all students to return to in-person learning. Plastic Student Desk Shields PreK 8<sup>th</sup> grade classrooms.*

State the reason the proposed supplier was selected. Explain what competition, as is practicable under the circumstances, was conducted. *Amazon was selected due to price, quantity, quality tests and delivery timelines. District procured test shields from multiple vendors to determine quality and pricing.*

Explain why the price has been determined to be fair and reasonable.

*The district reviewed 3 quotes for products and Amazon was the best price & better quality.*

Printed Name *Colleen Toscano*

School / Department *Bus. Services*

Signature

Date

Operations Officer

*Colleen Toscano*

Date

*3/15/21*

Superintendent

Date

Governing Board Approval Date

# Osborn School District

## EMERGENCY PROCUREMENT

### WRITTEN DETERMINATION

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.

Executive Order 2020-41 classifies COVID-19 as an "emergency condition" for FY21 purchases

Complete all areas below and submit to the Purchasing Administrator. If review determines all requirements have been met, Purchasing will forward for Superintendent's approval and prepare an emergency procurement board agenda item.

Name of Proposed Supplier: *Clear Distribution Partners Inc.*

Estimated Dollar Value: *\$11,847.22*

Date or Period of Emergency *3/5/21*

Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.

Due to COVID-19, cdc guidelines recommend that all areas be washed and disinfected for health and safety reasons.

Describe in detail the emergency goods, services or construction and explain why it is necessary.

*CDC guidelines areas be washed and disinfec for health and safety. Disinfecting wet wipes.*

State the reason the proposed supplier was selected. Explain what competition, as is practicable under the circumstances, was conducted.

*Clear distribution Partners has been able to provide quality products in the volume & timelines required during the pandemic. Their pricing is comparable to grainger & Hilgard*

Explain why the price has been determined to be fair and reasonable. *State contracts. Due to delivery dates & availability of product Clear distribution was selected.*

Printed Name *Colleen Toscano*

School / Department *Maint / Transportation*

Signature

Date

Operations Officer *Colleen Toscano*

Date *3/15/21*

Superintendent

Date

Governing Board Approval Date

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

**Children want knowledge, challenge and recognition.  
Parents want independent, passionate learners in a safe environment.  
This is our mission.**

**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.

*This month's Call to the Public will be modified to comply with CDC guidelines on social distancing due to COVID-19. The public will be able to listen to the meeting live through teleconference or 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 on the Google Meets Hangout. An individual wishing to address the Governing Board must email their message or request to speak live to [lnye@osbornsd.org](mailto:lnye@osbornsd.org) by 12:00pm on Tuesday, April 20, 2021.*

**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**

**April 20, 2021**

**Board Meeting**

**Children want knowledge, challenge and recognition.  
Parents want independent, passionate learners in a safe environment.  
This is our mission.**

**Agenda Item Number –VI**

**Agenda Item**

**Board Presentation-** None this month

For Board:     Action             Discussion             Information

**Background –**

The special education department was monitored by the Arizona Department of Education. Based on their findings we are required to correct out of compliance items or include new requirements.

**Legal**

**Financial**

**Governing Board Goals**

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

**Recommendation**

For update and information only

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

OSBORN SCHOOL DISTRICT NO. 8

April 20, 2021

Board Meeting

Children want knowledge, challenge and recognition.  
Parents want independent, passionate learners in a safe environment.  
This is our mission.

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 Elementary April 2021

Happy April Clarendon Families,

Spring is in the air, and we could not be happier to have Cougars back on campus. It will never be the same until we are fully back together, but it is a great start. I am sorry, but we **cannot** make any more changes between iSchool and in person. Your child will remain in their current learning environment until the end of the school year. In addition, **Covid release forms are mandatory** for your child to be at school in person. If you did not submit the form we sent home last week, you must return it right away. Please contact the office or your child's teacher if you need a new copy.

**AzMerit Testing** starts next week. Please ensure your child arrives at school on time, and is present for every testing session in order to avoid missing class during a make-up test. Please avoid doctor appointments on the following dates, and/or picking your child up early.

Tuesday, April 13 - Writing

Thursday, April 15 - Reading (2 sessions)

Tuesday, April 20 - Math (2 sessions)

Thursday, April 22 - Science, 5th grade only (2 sessions)

**Summer School** is right around the corner. Mrs. Alyssa Chapman will serve as our summer school administrator. She will be sending invitations out using our current criteria this Friday. If you have questions about summer school, you can email Mrs. Chapman at [achapman@osbornsd.org](mailto:achapman@osbornsd.org). It is important that if you are invited to summer school, you commit to attending daily. We have limited spots and want to fill them with students who will consistently attend.

## Before School Care

We know our 7:25 morning drop off time is a challenge for some of our parents who need to be at work early. Please complete this survey, if your child would need before school care. It would be provided from 7:00 to 7:30, but you will need to drop off your child between 7:00-7:10 or wait until the gates open at 7:25. Please complete this survey, if you need before school care. <https://forms.gle/t6ns3HeArXfdzgox5> If you have any challenges with the link, call the office at 602-707-2200. This is only for parents who truly need it as we have limited space.

## YOUNG AUTHOR'S PROGRAM

Ms. Valentine, a 6th grade ELA teacher, started a writing scholarship to expose students to scholarship opportunities and build confidence in our young authors. Our trial run was open to 6th Grade general education students at Clarendon Elementary. Ms. Valentine had a great response and hopes to expand the program next year with multiple donors already lined up to support her Young Author's Program.



We had 19 initial applications, 15 approved projects with a total of 3 financial scholarships, and 5 various prizes for awarded writing projects. Our 2021 grand prize recipient, Jazmine Johnson Jameson, along with first place recipient Daniella Estrada Bracamontes are proof Ms. Valentine's Young Authors Program is building future authors! Jazmine stated, "I might become an author", while Daniella exclaimed, "It motivated me to keep writing and always give it my all". In addition, Jazmine was the surprise recipient of the Reader's Choice Award. Anthony Miller and Kausar Umar Zaad were also recognized as 2nd and 3rd place recipients. Congratulations to all of our applicants! Continue to bring light to the world through your writing! Cougar Pride!

Speaking of Authors.....Please help us find some of Clarendon's **OVER 700 Library Books** that were in the Hands of Cougars when the pandemic began back in 2020. That is \$10,000 worth of books we will need to replace! So let's lighten the load and check around the house for any books that are from an Osborn library.

**Keep up on everything that is happening at Clarendon on ClassDojo, Facebook, and Instagram**



Instagram



# Roadrunner Reporter

Encanto *A School of Excellence*

An Osborn Education

## Updates From Principal Carranza - April 2021

### Monthly Calendar

**April**

#### April 1

Board Work Study @  
4:30 Virtual

#### April 2

No School; District  
Holiday

#### April 13, 15 & 20

AzMerit 3rd grade

#### Dates and Test

4/13 Writing

4/15 Reading 1 & 2

4/20 Math 1 & 2

#### April 20

Governing Board  
Meeting 5-7 PM

Encanto Families,

We are continuing to follow our district and school procedures to ensure the safety of our school community. Help us keep each other safe by:



### Symptom Screening at Home

Check your child for these symptoms before they go to school:



**Temperature**  
100.4 degrees  
or higher

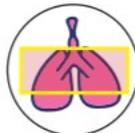


**Sore throat**



**Cough**

For students with  
chronic cough  
or asthma, or a  
change from their  
baseline breathing.



**Difficulty  
Breathing**

For students with  
asthma, or a change  
from their baseline  
breathing.



**Diarrhea or  
Vomiting**



**Severe  
Headache**

Only if headache is  
newly onset or  
coupled with a fever.

Check a symptom only if it has changed from usual or baseline health

If your child has any of the symptoms listed above:

**1**

KEEP THEM HOME  
FROM SCHOOL.

**2**

Consider whether your child  
needs to see a healthcare  
provider and COVID-19 Testing.

**3**

Contact your school's front office and  
report that your child is sick. Your  
school's front office may ask additional  
questions to help determine if it is safe  
for you child to return to school.



## AzM2

Arizona's Statewide Achievement Assessment  
for English Language Arts and Mathematics

Our third graders will be taking AzM2 on April 13th, 15th, and 20th. The test is computer based, and is broken into five parts. There is Writing, Reading Part 1, Reading Part 2, Math Part 1 and Math Part 2.

#### Dates and Test

4/13 Writing

4/15 Reading 1 & 2

4/20 Math 1 & 2



Like our Facebook  
page for more



### Our Mission

Encanto School is a **community** of life long **learners** where we **recognize** and **develop** the unique **potential** of each **individual**.

# Longview Lancer Link

## April 2021



### Greetings from Dr. G

So awesome to have everyone back on campus! We have all been back for about a week and it is wonderful to see all the happy faces from students, staff and families. Students have been doing a wonderful job being masked and socially distancing. Thanks to all of you for following the safety measures we have in place to keep all of our Lancers safe.

### ChromeBook Care

Parents: Just a reminder that students need to bring their laptops to and from school every day. Please ensure that they have a safe place in their backpack to do so. If they are in need of a sleeve to protect the laptop, please notify the teacher and we can get one to them. All of our Kinder students have laptop bags to make the travel to and from school a little easier.

### State testing

Parents, as the month of April begins, so does AzM2 and state testing. Students in grades 3 – 6 will be testing in the areas of Math and Language Arts. These assessments allow us to measure your child's growth from year-to-year. To prepare our students for these tests, please help with the following:

- Getting a good night's sleep
- Be on time for school, to keep students from feeling "rushed"
- Remind your child to take their time and do their best on the test as it is not timed.

### Social Emotional Learning...

A return to in person learning also means breakfast in the classroom! Students enjoy breakfast in the classroom while building community with their teacher and classmates. Please assist us in making sure that students arrive on campus by 8:15. Breakfast in the Classroom provides a wonderful way for the students to check-in with their teacher and each other. This is a wonderful way to start the day full and focused both nutritionally and emotionally.

### Upcoming Dates

- April 1 Governing Board Work Session
- April 12th State Testing Begins Grades 3-6
- April 20 Regular Governing Board Meeting

Join the DOJO for all the news!



“Don't let what you can't do stop you from doing what you can do.” – John Wooden





# Osborn Middle School

*Providing an unrivaled education by creating multiple pathways for all students to achieve academic equity and excellence.*

An Osborn Education

## APRIL 2021

### Some Of Our OMS Students Are Back On Campus!!

April 12  
AzM2 Testing Begins

April 20  
Governing Board Meeting



April Character Trait of the Month



**OSBORN**  
MIDDLE SCHOOL



APRIL 2021



# Solano Tiger Times

An Osborn Education

Solano Elementary School

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

Volume 11 Issue 9 April 2021

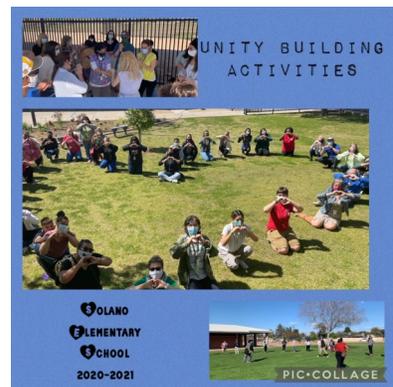
What a great first day!!!

On March 22, we welcomed our first group of students back to school. Like the other campuses, Solano implemented a successful staggered start for grade levels to return to campus.

New procedures were in full effect and embraced by staff, students and parents.

The week of March 15, we held 3 parent meetings to discuss our Solano Reopening Guidelines. We shared documents and videos, which were well received by our families.

A huge "thank you" to the Solano staff for all of the preparation to support the reopening.



Staff team building the week before reopening



Kinders checking in



First day of school

### Solano Happenings

- April 2— NO SCHOOL
- April 13-22 —AZM2
- April 15 — April Parent Meetings 10:30am and 6:30pm
- April 20 — Governing Board Meeting

### New procedures



We are #SolanoStrong!!!



# Curriculum Department Board Meeting Updates

Director: Abby Potter-Davis    Board Meeting Date: 4-20-21

Department Focus: Grants & School Support	
<b>Focus of Update:</b>	Grant Update
<b>Update:</b>	Solano School has been awarded an Acceleration Academy Grant in the amount of \$75,000. These funds will be used to implement the <b>Solano Summer STEAM Institute</b> . The Institute will focus on reading and math, and will focus on the themes of Electricity, Properties of Matter, and Energy for the Future. Under these themes the institute will focus on student-led project/problem based learning, that will culminate in a student planned and led Expo open to Osborn Administration, families, and other summer school students. Students will research, plan, develop, and execute a product with a five minute presentation. In addition, the funds will be used for ongoing tutoring throughout the year, as well as professional development particularly in the area of STEAM.
<b>Impact on Quality of Instruction or Student Achievement:</b>	STEAM (Science, technology, engineering, art and math) provide a robust education experience to our learners. It is important that Solano received these funds and selected STEAM as a focus because it demonstrates the forward thinking and potential areas of focus for their intervention and enrichment program. This program will target students who do not qualify for the Osborn Summer Academy.

Department Focus: Data and Assessment: Evidence-based Teaching and Learning	
<b>Focus of Update:</b>	Data and Assessment
<b>Update:</b>	State testing for AZM2 and AZSci will take place on each site for grades 3-8 in April, specifically on April 13, 15, 20, and 22. All teachers and support staff involved in testing have been trained and have signed security agreements which are kept on file at the sites for 7 years. iSchool students will have to test in person at the district office. A form was sent to each iSchool family with a 3-8th grade student. Testing at the district office will take place throughout April. Results for the tests will be made available in late May. There continues to be a suspension of assigning letter grades to schools based on AZM2/AZSci results.

# Curriculum Department Board Meeting Updates

Director: Abby Potter-Davis Board Meeting Date: 4-20-21

<b>Impact on Quality of Instruction or Student Achievement:</b>	<p>The results of these tests can inform us on the progress made toward mastery of the state standards in ELA, Math and Science. It allows us to use that broad data to set goals in the areas of Teacher Content Knowledge and to evaluate how our adopted curricula and pacing guides are helping our students achieve standards mastery.</p>
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<b>Department Focus: Language Acquisition: Accessing Content and Developing Language</b>	
<b>Focus of Update:</b>	Parent/Community and Outreach
<b>Update:</b>	<p>Monica Artea held two virtual meetings for Families of English Language Learners on March 16 in English and March 18 in Spanish. The meetings focused on the purpose and components of the annual AZELLA assessment, which is required each year and measures English language proficiency.</p>
<b>Impact on Quality of Instruction or Student Achievement:</b>	<p>The purpose of the meeting is to inform families about the AZELLA and how they can support their child at home with practicing for the test this year and beyond.</p>

<b>Department Focus: Language Acquisition: Accessing Content and Developing Language</b>	
<b>Focus of Update:</b>	Data and Assessment: Evidence-based Teaching and Learning
<b>Update:</b>	<p>95 ELs in iSchool completed the AZELLA at the District Office between the dates of March 16-22. The students were socially distanced in the Board Room and CARR room, and were provided snacks and lunch. In addition, transportation was provided for those who needed it. It was important to bring in as many of our ELs who continue learning virtually in iSchool to complete the AZELLA because completion of this assessment is how ADE counts each district's EL population, which then triggers additional funding such as Title III.</p>
<b>Impact on Quality of Instruction or Student Achievement:</b>	<p>AZELLA testing measures students' English proficiency in Reading, Writing, Speaking, Listening and provides data to ensure the correct classroom placement. In addition, the data will be used to guide instruction using the updated English Language Proficiency (ELP) Standards.</p>

# Curriculum Department Board Meeting Updates

Director: Abby Potter-Davis Board Meeting Date: 4-20-21

Department Focus: Parent/Community and Outreach	
<b>Focus of Update:</b>	Parent and community connection
<b>Update:</b>	On 3/15 and 3/25 at 5 PM Monica Artea held two dual language informational meetings for families interested in enrolling in the Osborn Dual Language Program. Monday's meeting was held in English and 8 families were able to join; the meeting on Thursday was held in Spanish and 1 family was able to join.
<b>Impact on Quality of Instruction or Student Achievement:</b>	The purpose of the meeting was to inform families about our mission, vision, goals, benefits, instructional models and enrollment requirements. We will provide more specific data in future updates, but we are seeing an increase in enrollment in our dual language preschool and elementary programs, which can perhaps be attributed in part to these ongoing informational meetings.

Department Focus: Language Acquisition: Accessing Content and Developing Language	
<b>Focus of Update:</b>	Professional Development
<b>Update:</b>	Spanish dual language teachers met on 3/30 to collaborate, discuss and describe the metalinguistic analysis chart that is featured in our book study, <a href="#">Teaching for Biliteracy</a> . Specifically, teachers discussed phonology, morphology, pragmatics, syntax and grammar, and how to make connections between Spanish and English in these areas during the instructional time called the "Bridge".
<b>Impact on Quality of Instruction or Student Achievement:</b>	The purpose of this PD was to support teachers in planning opportunities to "bridge" the two languages after a unit of study so that students can make explicit connections between Spanish and English.

Department Focus: Ed Tech Support	
<b>Focus of Update:</b>	Ed Tech Update
<b>Update:</b>	iSchool teachers have received Professional Development on Conscious Discipline, keeping mini lessons mini, how to create strong student paced lessons in Nearpod, and how to put Cognitive

# Curriculum Department Board Meeting Updates

Director: Abby Potter-Davis Board Meeting Date: 4-20-21

	Vocabulary of Thinking Maps at the forefront of lessons in order to increase student higher order thinking skills. These PDs took place over the course of the past three weeks as we transitioned students to our iSchool for those families who wanted to stay virtual.
<b>Impact on Quality of Instruction or Student Achievement:</b>	When teachers receive strong professional development on how to tailor lessons for virtual learning, students are better able to understand and apply content in new ways. Students have also been using Thinking Maps district wide for two or more years, so shifting the emphasis away from the map itself to the cognitive vocabulary will benefit students as they move from Application thinking on the Bloom's scale to Analysis, Synthesis, and finally Evaluation.

<b>Department Focus: Parent/Community and Outreach</b>	
<b>Focus of Update:</b>	Homeless Children and Youth
<b>Update:</b>	A total of 88 students have been identified as McKinney-Vento as of April 5, 21. Social workers and Anabel Carrillo have been working on getting families a second round of personal care items. As of today 4/5/21, we have 15 students on transportation.
<b>Impact on Quality of Instruction or Student Achievement:</b>	Our support and service to our Osborn families goes far beyond academics. We know that in order to learn and achieve at high levels, basic needs must be met first.

<b>Department Focus: Curriculum: Quality of Instruction and Student Achievement</b>	
<b>Focus of Update:</b>	Curriculum and Instruction

# Curriculum Department Board Meeting Updates

Director: Abby Potter-Davis Board Meeting Date: 4-20-21

<b>Update:</b>	<p>We are in full planning mode for the Osborn Summer Academy. The schedule and locations are in the table below.</p>			
	<b>Primary</b> Rising 1st, 2nd & 3rd	<b>Upper Elementary</b> Rising 4th & 5th	<b>Intermediate/MS</b> Rising 6th to 8th	<b>K-8</b>
<b>Location</b>	Students attend their home school (ENC, SOL & LNV)	CLA	OMS	Montecito
<b>Schedule</b>	<b>Student Days</b> June 7-July 1 (19 days - 4 weeks, 5 days a week except Friday, July 2) <b>Student Hours-</b> 8:00-1:00 (5)			
<p>For staffing we have so far secured:</p> <ul style="list-style-type: none"> <li>● 5 Coordinators (1/site)</li> <li>● 32 teachers to provide in person instruction</li> <li>● 3 teachers to provide virtual instruction to students currently in iSchool</li> <li>● 5 special education teachers</li> <li>● 6 Data Clerks (1/site)</li> <li>● 5 Health Techs (1/site NOTE- Montecito Data Clerk will also serve as Health Tech)</li> </ul> <p>We are planning to host approximately 600 students, which represents around 24% of our student population. The following language, taken from <i>House Bill 2887 Acceleration and Support Grant Program</i>, was our guide determining which students to invite.</p> <ul style="list-style-type: none"> <li>● Schools will offer “high-impact intervention and programming to mitigate the severe learning loss that occurred”.</li> <li>● Schools “will prioritize students who are not at grade level in one or more core academic subjects”</li> </ul> <p>The first round of invitations went out on Friday, April 9. We will send a second round out during the week of April 19 to ensure high participation rates.</p> <p>In addition, we have hired 3 dual language teachers who will provide instruction entirely in Spanish to dual language students who have been targeted for additional support in Spanish.</p>				

# Curriculum Department Board Meeting Updates

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<b>Impact on Quality of Instruction or Student Achievement:</b>	We are very excited to be able to offer such a rich and robust summer learning experience for our students. We will be using data and feedback collected from our teachers to best determine academic areas of focus, and will also weave in a significant amount of social emotional learning and of course fun!!
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**Human Resources**  
**Governing Board Report**  
**April, 2021**

**Professional Growth**

- Eleven Certified Teachers applied for professional growth for the 2021-22 School Year.

**Certified/Special Services/Classified Exempt Contracts issued**

- Returning teachers, Special Services and Classified Exempt employees were issued contracts on March 5<sup>th</sup>. Given spring break and other holidays, contract return date (allowing for the fifteen business days) for employees to sign was Monday, April 5<sup>th</sup>. 151 contracts were issued. 134 contracts were returned. These numbers do not include ten contracts issued to those on an Alternative (2 year term) or Emergency Teaching Certificate. Those contracts were issued on March 26<sup>th</sup> and are due back by April 20<sup>th</sup>.

**Recruiting/Staffing**

- To date, we have participated/scheduled the following career fairs:
  - Virtual Northern Arizona University education career fair – February 12<sup>th</sup>
  - Osborn virtual career fair – February 22<sup>nd</sup>
  - Upcoming Onsite career fair at Longview – April 15<sup>th</sup>
  - Indeed job postings are yielding solid candidates of late
  - Osborn Facebook postings are beginning to show results
  - Communication going out to all staff to encourage sharing job opportunities/career fair dates on their personal social media sites
- We have created a more efficient process for open position postings through a new google doc. Hiring administrators will complete a brief request which will populate a google spreadsheet in Human Resources triggering the posting process to occur as requested.
- We are currently reviewing a list of virtual diversity career fairs for participation that focus on their education programs. More to come.

**Sub Pools**

- We asked our Sub Company, ESI, to conduct several surveys with our sub pool this year to determine how many of our subs were open/willing to come on-site to sub now that our students/teachers are back on-site. Of our approximate 45 subs in our pool, only 16 responded to the two surveys, 15 of whom indicated they were ready, willing and able to sub on-site.
- Given this minimal response rate I asked ESI to share some creative ideas that they are seeing, suggesting across their client base. After reviewing their ideas, Michael, Abby, Colleen and I landed on several that resonated with us. Using budget that we have not spent on subs thus far

this year: 1) Offer an increased daily rate (or a stipend) to those who are willing to commit to 2-5 assignments per week. Sub would show up at a designated site but be available for any work or assignment needed for that day. 2) Hire several Rescue Subs (program offered by ESI) full time, who would qualify for benefits from day one (through ESI), are paid equal or greater than the long-term sub rate and are guaranteed daily work. If no vacancy exists they are given other work to do for that day.

- We are currently evaluating the current sub pay rate after learning the rates paid in surrounding districts. If this is the direction the district would like to move in, the item would be discussed at budget committee and brought to the Governing Board for approval. While in the past few years Osborn's sub pay rate of \$115/\$130 was very competitive, COVID has caused many districts to increase their rates now leaving Osborn behind.

### **Employee Benefits Open Enrollment**

- Multiple live webinars will be held the week of April 12<sup>th</sup>. For employees unable to attend one of those, they will be available to view at their convenience.
- Open enrollment will run for three (3) weeks this year (April 19 – May 7) to allow employees more time to explore the new network with UHC.
- Plan designs remain largely the same as currently offered. Additionally, the physician network with UHC covers 99.7% of the providers in our current network. The .3% not covered are primarily those in rural areas in AZ. Physicians of employees not currently in the UHC network will be invited by UHC to join their network if requested by the employee.
- One on one meetings will be offered to employees needing additional assistance in selecting plan designs/Q&A.

Student Services Board Report  
April 6, 2021  
Virginia Shuss

**Spring Break Camp- Valle del Sol**

The Spring break camp was very successful. Valle was able to support a total of 25 Osborn children between the two camps offered at Encanto and Solano over the spring break. It was intended to bring children together before in person learning began to support the social/emotional needs of children as they re-enter a school setting. This endeavor was a first for Valle and Osborn. We look forward to more “camps” in the future!

**Mobile Health**

The Mobile Health Team was able to serve 27 total families which included 21 COVID-19 Vaccines, 3 COVID-19 Swab Tests, and 3 Provider visits.

The following quote is from Valle del Sol:

*“Without your partnership this mobile pilot would not have been possible and we are excited to continue to provide more of these Mobile Events! Osborn was the FIRST of our School Partners to have Mobile Health on site!!”*

**Mobile Health Team continues:**

Valle del Sol recently secured the use of a large Mobile Health RV that includes exam rooms. This allows them to provide more mobile health visits and serve more families on site. This would look similar to what was offered over Spring Break but we are hoping to serve more families over the course of a whole day: 8am-5pm. They will be offering in person primary care appts and virtual psychiatric appts, as well as our continued school based behavioral health that we already provide. The dates for this will be the 8<sup>th</sup> and 9<sup>th</sup>.

**Even more possibilities with Valle del Sol**

Valle del Sol is currently applying for a grant through HRSA that would allow for a full time clinical school liaison to sit out of Montecito! Clinical School Liaison’s can complete assessments on campus, run behavioral health groups, they could focus this person on family coaching as well. This would be in direct connection also with coordinating with mobile health that is growing in our district. What this grant is focused on is expanding access to comprehensive/integrated care through service delivery sites located at schools to increase the amount of people services. So what this looks like is If we are awarded the grant, they would be able to place a full time Clinical School Liaison on

site, who would be fully dedicated to our school and grow referrals, increase service delivery and follow/up. So ultimately, we would get MORE Valle Del Sol support on campus. The Grant is really focused on expanding the reach of integrated services in schools.

### **Community Preschool**

We have received a great deal of interest in our dual language Community Preschool for next year. We are campaigning heavily in the community to get the word out, for not only our dual language program, but the Montessori Program as well. We are truly inspired to be able to provide a high quality program that coincides with our dual language programs at the elementary level. Families who qualify may be able to receive scholarship money or use DES dollars. We have been able to keep the costs lower than most in the area.

### **COVID**

Challenges present learning opportunities and we have been learning a lot! With quick gatherings of the District COVID team we have figured out how to respond to scenarios that may not be defined in protocol. It is impossible to predict all situations that may come before us however, we have determined that our team works well and quickly, as needed. We want to be totally transparent with the Osborn Community so they are informed through email and letters. Our foremost concern is keeping our children and staff safe. Many people have been involved with implementing high levels of mitigation. We can proudly say we are feeding, educating and keeping children safe!

### **School Safety Grant**

All administrators and social workers completed the courses required to continue the grant into next year. We look forward to another year of having this invaluable support on our campuses next year!

# Technology Department Report

April 2021 - Jamal Dana

- **Cox at Longview:** For couple of months internet at Longview has been fluctuating. After much troubleshooting, we found that in January a Cox engineer did not unplug the old circuit thus created the issue. I officially complained to Cox and demanded many meeting and follow ups on plans/actions. Currently, with reopening the schools everything is working properly with high speed internet. Because we got state of the art software that analyzes both the network and the Wi-Fi, our engineer Derek was able to find the Cox issue.
- **Copiers RFP:** Evaluation of the Copier RFP is done and ready for final decision on the vendor to be awarded. Colleen will announce the winner.
- **Task Force:** Reopening the schools went smooth. We closed many helpdesk tickets and made sure all teachers and students are online.
- **Montecito Marquee:** The south side of the marquee is fixed and it is fully operational again. Longview has been updated too.
- **New Server:** We are planning to replace our main primary domain server. The hardware in place and will start on installing the software once we make sure all we take care of any issues due to opening the schools.
- **Changing passwords remotely:** We implemented a software that allows staff and students to change passwords from homes when needed.
- **Repair devices:** We repaired many devices gearing up to reopen the schools. All school offices and libraries have enough devices ready. Hotspots: We are still distributing hotspots to parents as needed.
- **SmartTV & Document Camera training:** We got a new training video from Sharp on how to use SmartTV beside our own training video for teachers. SmartTV/Mini PC: A mobile SmartTV for Solano has been ordered.
- **Rose Buruato:** We are working with Rose our database manager on items that will need our attention on how to do it. Rose is leaving Osborn by the end of March.
- **Rental:** We helped Southwest head start and Phoenix Union renting our cafeteria at Montecito with an external internet access.
- **E-rate:** 2021-2022 applications. Cox application as filed and waiting for funding. Firewall and Wi-Fi analyzers application is still under review and will need to be filed before the deadline on Thursday the 25<sup>th</sup>.
- **Curriculum Student/Staff Apps Support:** We keep in touch with Curriculum weekly and install many software apps and/or Chromebook extensions after evaluating them and approving them by the CurrTech team.
- **Coordination:** We have been coordinating with Task Forces, Tech Team, Departments, Principals, CurrTech and Admin Team discussing reopening the schools and any issues.

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

**Children want knowledge, challenge and recognition.  
Parents want independent, passionate learners in a safe environment.  
This is our mission.**

**Agenda Item Number – VII-B**

**Agenda Item**

**Student Absence Report for month of April**

For Board:     Action             Discussion             Information

**Background –**

School	% Attendance Jan. 21	% Absence	% Attendance Feb. 21	% Absence	% Attendance Mar. 21	% Absence	% Attendance Apr. 21	% Absence	% Attendance May 10	% Absence
Clarendon	91.1%	8.9%	68.39%	31.61%	95.81%	4.19%	89.73%	10.27%		
Encanto	88.9%	11.1%	75.49%	24.51%	94.61%	5.39%	91.51%	8.49%		
Longview	76.83%	23.17%	78.12%	21.88%	85.83%	14.17%	88.33%	11.67%		
OMS	79.39%	20.61%	78.15%	21.85%	80.25%	19.75%	78.17%	21.83%		
Solano	78.18%	21.82%	69.57%	30.43%	90.59%	9.41%	87.13%	12.87%		
MCS	72.27%	27.73%	87.94%	12.06%	77.87%	22.13%	78.51%	21.49%		
DISTRICT										

School	% Attendance Aug. 20	% Absence	% Attendance Sept. 20	% Absence	% Attendance Oct. 20	% Absence	% Attendance Nov. 20	% Absence	% Attendance Dec. 20	% Absence
Clarendon			87.26%	12.74%	95.73%	4.27%	87.10%	12.90%	74.39%	25.61%
Encanto			89.63%	10.37%	86.49%	13.51%	87.99%	12.01%	73%	27%
Longview			86.14%	13.86%	84.13%	15.87%	76.22%	23.78%	74.04%	25.96%
OMS			89.59%	10.41%	81.01%	18.99%	78.34%	21.66%	75.38%	24.62%
Solano			76.43%	23.57%	85.28%	14.72%	80.53%	19.47%	68.12%	31.88%
MCS			77.89%	22.11%	78.43%	21.57%	57.57%	42.43%	62.44%	37.56%
DISTRICT *										

\*Synergy is working on calculation of district totals.

**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

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

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

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**Agenda Item Number – VII-C**

**Agenda Item**

**Substitute Teacher Report for month of March**

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

# Absence Monthly Summary [Return to Report Menu](#)

**School(s):**    
**Month:**   **Year:**   **Employee Types :**  
  **Type:**

		March 2021									
Sun	Mon	Tue	Wed	Thu	Fri	Sat					
28	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>					
	Total Absences/Vacancies: 2	Total Absences/Vacancies: 3	Total Absences/Vacancies: 1	Total Absences/Vacancies: 1	Total Absences/Vacancies: 1	Total Absences/Vacancies: 1					
	Fill NOT Needed: 1	Fill NOT Needed: 1	Fill NOT Needed: 0	Fill NOT Needed: 0	Fill NOT Needed: 0	Fill NOT Needed: 0					
	Fill Needed: 1	Fill Needed: 2	Fill Needed: 1	Fill Needed: 1	Fill Needed: 1	Fill Needed: 1					
	Filled: 1	Filled: 1									
	UnFilled: 0	UnFilled: 1	UnFilled: 0	UnFilled: 0	UnFilled: 0	UnFilled: 0					
	Held: 0	Held: 0									
	<b>Fill Rate: 100%</b>	<b>Fill Rate: 50%</b>	<b>Fill Rate: 100%</b>	<b>Fill Rate: 100%</b>	<b>Fill Rate: 100%</b>	<b>Fill Rate: 100%</b>					
7	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>					
14	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>					
	Total Absences/Vacancies: 4	Total Absences/Vacancies: 5	Total Absences/Vacancies: 7	Total Absences/Vacancies: 6	Total Absences/Vacancies: 6	Total Absences/Vacancies: 6					
	Fill NOT Needed: 0	Fill NOT Needed: 0	Fill NOT Needed: 1	Fill NOT Needed: 1	Fill NOT Needed: 1	Fill NOT Needed: 1					
	Fill Needed: 4	Fill Needed: 5	Fill Needed: 6	Fill Needed: 5	Fill Needed: 5	Fill Needed: 5					
	Filled: 2	Filled: 2									
	UnFilled: 2	UnFilled: 3	UnFilled: 4	UnFilled: 3	UnFilled: 3	UnFilled: 3					
	Held: 0	Held: 0									
	<b>Fill Rate: 50%</b>	<b>Fill Rate: 40%</b>	<b>Fill Rate: 33%</b>	<b>Fill Rate: 40%</b>	<b>Fill Rate: 40%</b>	<b>Fill Rate: 40%</b>					
21	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>					
	Total Absences/Vacancies: 6	Total Absences/Vacancies: 6	Total Absences/Vacancies: 6	Total Absences/Vacancies: 7	Total Absences/Vacancies: 10	Total Absences/Vacancies: 10					
	Fill NOT Needed: 0	Fill NOT Needed: 0									
	Fill Needed: 6	Fill Needed: 6	Fill Needed: 6	Fill Needed: 7	Fill Needed: 10	Fill Needed: 10					
	Filled: 3	Filled: 2	Filled: 2	Filled: 2	Filled: 3	Filled: 3					
	UnFilled: 3	UnFilled: 4	UnFilled: 3	UnFilled: 4	UnFilled: 6	UnFilled: 6					
	Held: 0	Held: 0	Held: 1	Held: 1	Held: 1	Held: 1					
	<b>Fill Rate: 50%</b>	<b>Fill Rate: 33%</b>	<b>Fill Rate: 33%</b>	<b>Fill Rate: 28%</b>	<b>Fill Rate: 30%</b>	<b>Fill Rate: 30%</b>					
28	<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b>	<b>3</b>					
	Total Absences/Vacancies: 6	Total Absences/Vacancies: 8	Total Absences/Vacancies: 8	Total Absences/Vacancies: 8	Total Absences/Vacancies: 2	Total Absences/Vacancies: 3					
	Fill NOT Needed: 0	Fill NOT Needed: 0	Fill NOT Needed: 1	Fill NOT Needed: 1	Fill NOT Needed: 0	Fill NOT Needed: 0					
	Fill Needed: 6	Fill Needed: 8	Fill Needed: 7	Fill Needed: 7	Fill Needed: 2	Fill Needed: 3					
	Filled: 1	Filled: 2	Filled: 4	Filled: 4	Filled: 1	Filled: 1					
	UnFilled: 5	UnFilled: 6	UnFilled: 3	UnFilled: 3	UnFilled: 1	UnFilled: 2					
	Held: 0	Held: 0									
	<b>Fill Rate: 16%</b>	<b>Fill Rate: 25%</b>	<b>Fill Rate: 57%</b>	<b>Fill Rate: 50%</b>	<b>Fill Rate: 50%</b>	<b>Fill Rate: 33%</b>					

	Total Absences/Vacancies	Fill NOT Needed	Fill Needed	Filled	UnFilled	Held	Fill Rate
<b>March 1-6</b>	<b>8</b>	<b>2</b>	<b>6</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>83%</b>
<b>March 7-13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>March 14-20</b>	<b>28</b>	<b>3</b>	<b>25</b>	<b>10</b>	<b>15</b>	<b>0</b>	<b>40%</b>
<b>March 21-27</b>	<b>35</b>	<b>0</b>	<b>35</b>	<b>12</b>	<b>20</b>	<b>3</b>	<b>34%</b>
<b>March 28-31</b>	<b>22</b>	<b>1</b>	<b>21</b>	<b>7</b>	<b>14</b>	<b>0</b>	<b>33%</b>
<b>Month</b>	<b>93</b>	<b>6</b>	<b>87</b>	<b>34</b>	<b>50</b>	<b>3</b>	<b>39%</b>

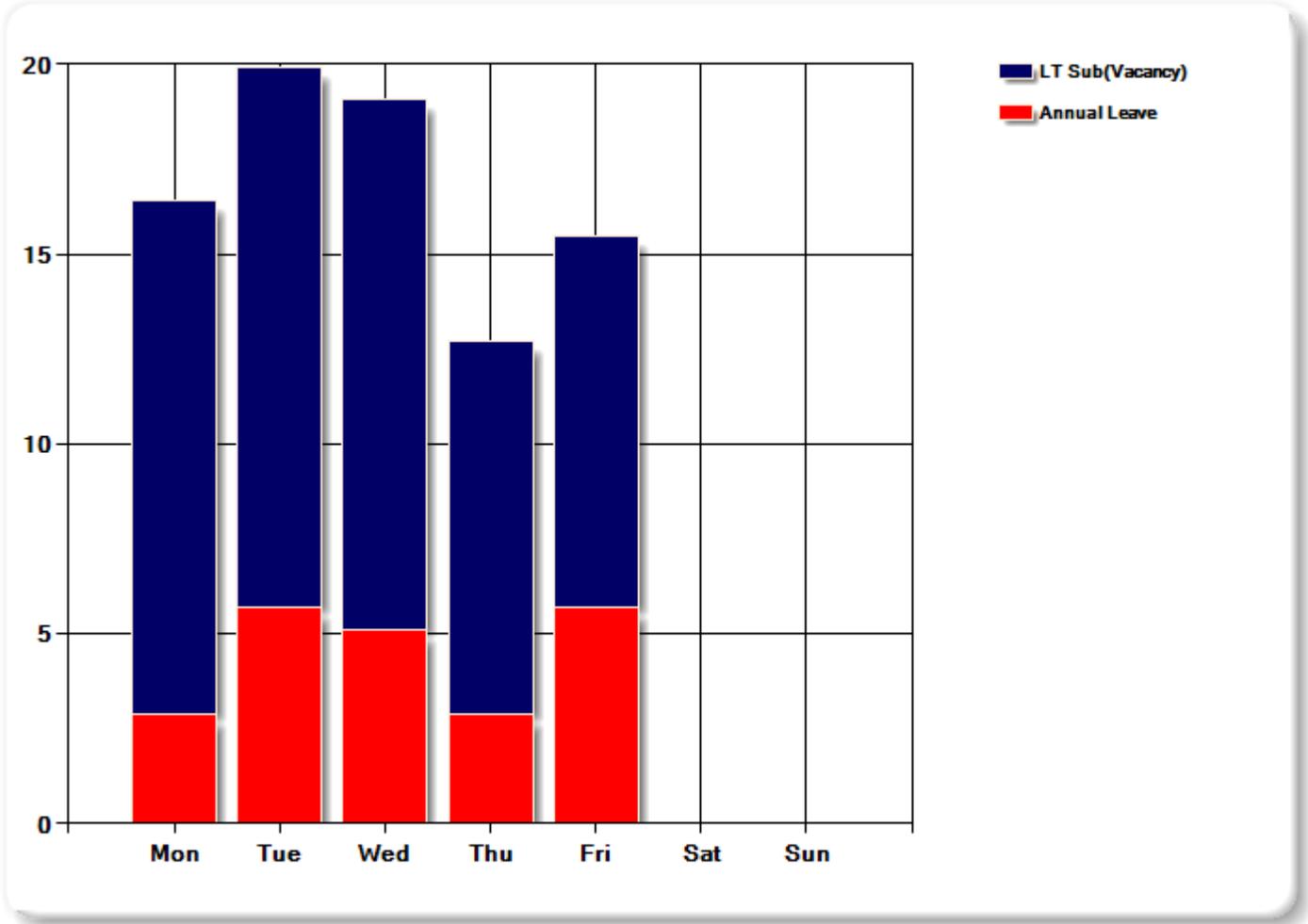
# Day of Week Absence Analysis

[Return to Report Menu](#)

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

**Vacancy Profile:** 
**School(s):**

**Employee Types :**



Absence Reasons	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
<b>Annual Leave</b>	2.9	5.7	5.1	2.9	5.7	0	0	22.3
Totals	2.9	5.7	5.1	2.9	5.7	0	0	22.3
Vacancy Reasons	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
<b>LT Sub(Vacancy)</b>	13.5	14.2	14	9.8	9.8	0	0	61.3
Totals	13.5	14.2	14	9.8	9.8	0	0	61.3

OSBORN SCHOOL DISTRICT NO. 8

April 20, 2021

Board Meeting

Children want knowledge, challenge and recognition.
Parents want independent, passionate learners in a safe environment.
This is our mission.

Agenda Item Number – VII-D

Agenda Item
Enrollment Report

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

Background –

Due to COVID-19 there are no number available for April and May 2020.

Table with 4 columns: School, Enrollment April, 2020, Enrollment April 8, 2021, Difference. Rows include Clarendon, Encanto, Longview, Montecito, Osborn Middle, Solano, Special Ed.\*, Preschool, OCiS, and Total.

\*Includes students enrolled in the SOAAR Program at Montecito

Average Daily Membership

Table with 4 columns: 2019-20 100th day ADM, 2020-21 100th day ADM, Difference. Total row shows 2637.51, 2388.915, -248.595.

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 NO. 8**

**April 20, 2021**

**Board Meeting**

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**Agenda Item Number – VIII- A**

**Agenda Item**

**Approval of Bond and Override Projects**

For Board:     Action             Discussion             Information

**Background**

Procurement regulations mandate that School Districts follow certain procedures in regard to purchasing products and/or services in excess of \$100,000. Purchases that exceed this volume must be purchased through a formal bidding process or a co-operative purchasing contract.

The District has reviewed and recommends the use of the following vendors and the associated co-operative contract pricing:

**IML Security – 1GPA 19-18PV-03**

District wide door rekeying and equipment \$80,348

**Legal**

**Financial**

Bond expenditures= \$80,348

**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 identified bond projects and their co-ops contracts.

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

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

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**Agenda Item Number – VIII- B**

**Agenda Item**

**Award RFP 2021.01 Multifunctional Devices, Printers, Supplies and Service**

For Board:  Action  Discussion  Information

**Background –**

In December 2020 the Finance Department issued RFP 2021.01 for Copier and Print devices and service. The request for proposals was publicly advertised. On January 20, 2021 the district received proposals from five (5) vendors. The proposals were evaluated by a four-person committee from across the district, which included IT, curriculum and a teacher representative. Based on the evaluation process it is being recommended to award the RFP to Sharp. Attached is a copy of the evaluation summary.

**Legal**

**Financial**

Bond equipment costs = \$116,962

M&O, annual support = \$.0038 cost per copy and \$.0068 cost per print

M&O, records/document management = \$0.132 per image

DDA Capital, 1<sup>st</sup> year software costs= \$9,879

**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 award RFP 2021.01 to Sharp for a period of one year with the option to renew for up to four additional one year periods.

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

**OSBORN SCHOOL DISTRICT**  
**RFP 2021-01 Copier and Print Devices**

<b>Total Points</b>	<u><i>Evaluator 1</i></u>	<u><i>Evaluator 2</i></u>	<u><i>Evaluator 3</i></u>	<u><i>Evaluator 4</i></u>	<u><i>Total</i></u>
<b>Vendor</b>					
Canon	159	155	163.50	156	634
Konica-Minolta	149	147	150.00	154	600
Ricoh	150	129	130.00	133	542
<b>Sharp</b>	<b>181</b>	<b>178</b>	<b>185.50</b>	<b>181</b>	<b>726</b>
Xerox	136	117	141.00	127	521

<b>Ranking (1 -5, 1 being the best)</b>	<u><i>Evaluator 1</i></u>	<u><i>Evaluator 2</i></u>	<u><i>Evaluator 3</i></u>	<u><i>Evaluator 4</i></u>	<u><i>Total</i></u>
<b>Vendor</b>					
Canon	2	2	2.00	2	8
Konica-Minolta	4	3	3.00	3	13
Ricoh	3	4	5.00	4	16
<b>Sharp</b>	<b>1</b>	<b>1</b>	<b>1.00</b>	<b>1</b>	<b>4</b>
Xerox	5	5	4.00	5	19

<b><u>Best and Final Rankings</u></b>	<u><i>Total</i></u>
<b>Vendor</b>	
Canon	2
Konica-Minolta	3
<b>Sharp</b>	<b>1</b>

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

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**Agenda Item Number – VIII- C**

**Agenda Item**

**Approval of District AOI Application**

For Board:  Action  Discussion  Information

**Background –**

Osborn Community iSchool (OCiS) was our response to giving students, their parents, and some staff members the opportunity to continue online learning when schools reopened. Parents are continuing to ask that an online option remain in place, as the Coronavirus is not fully contained, new strains are spreading, and a vaccine is not yet available for elementary age students.

Osborn Community iSchool was able to operate as an online, distance learning option under the Governor’s executive orders this past year without their own CTDS number. In order to continue this offering for the 21-22sy the OCiS needs to be an approved AOI, AZ Online Instruction.

We have already submitted and been approved via the AZ Dept of Education AOI approval process. With governing board consent, the minutes from this meeting will be sent to ADE and the Osborn Community iSchool will receive a CTDS and entity number and begin operating as an official AOI school.

**Legal**

A.R.S. §15-808 Arizona Online Instruction (AOI) Program allows approved school districts and charter schools to develop online instructional systems to expand learning opportunities for students throughout our state.

**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 Osborn AOI application.

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

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

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**Agenda Item Number – VIII- D**

**Agenda Item**

**Approval of Potential Job Descriptions from ESSER Funds**

For Board:  Action  Discussion  Information

**Background –**

Osborn will receive just short of \$11.8M in ESSER III funds this next school year, which will need to be expended by September 2024. The decision on how to spend these federal funds, like all federal dollars allocated to the district, lies with district administration, but in regular Osborn fashion, we have taken a very collaborative approach to thinking through these dollars. First, we immediately put on the list of consideration items from past years' budget committee that were not able to be funded due to limited funding. Second, we held a very interactive session with Master Teachers considering the needs of the school sites in terms of observed remediation and social/emotional needs of students as they return from the pandemic. We followed this same process with the Administrative Team and Budget Committee. The Budget Committee members have returned to their sites to share the list of considerations and get feedback from staffs. We are working through the district administration making determination of prioritized allocation of these federal dollars, but in the meantime, we are bringing forth potential job descriptions of positions that would be funded through these ESSER Funds. With pre-approved job descriptions, we will be prepared to post once the prioritized list is finalized, without having to wait until a May Board meeting to do so.

**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 listed potential job descriptions from ESSER Funds.

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

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

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**Agenda Item Number – VIII- E**

**Agenda Item**

**Budget Committee Update**

For Board:     Action                       Discussion                       Information

**Background –**

The Budget Committee met on April 7<sup>th</sup> to review the FY22 revenue projections based on current year student counts.

The attached projection for FY22 revenues is built using the current FY 21 student counts, aged up and assuming KG enrollment is the same. The current projection estimates a 1.22% inflationary increase based on the Governor and the JLBC estimates at this time.

The Committee is discussing and gathering feedback on the following salary increasing and compensation plans for FY22.

The Budget Committee’s next meeting is April 21st.

**Legal**

**Financial**

**Governing Board Goals**

- Community Connectedness and Increased Enrollment
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- Equity & Excellence for Opportunity and Outcomes

**Recommendation**

Information Only

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

1. Update FY22 Salary increases & compensation recommendations:

Classified Staff

- 2% increase to base pay
- \$1,500 Onsite Frontline Workers \* paid in a one time lump sum at the end of the 20-21sy.
- \$1,000 Retention Payment \* paid in a one time lump sum to all returning staff in August 2021.

Certified Teachers and Other Professionals (psych, therapist, SW)

- 2% increase to base pay
- \$1,000 one time payment\* to be paid in 21-22sy.
- \$1,000 Retention Payment \* paid in a one time lump sum to all returning staff in August 2021.

Classified Exempt & Admin

- 2% increase to base pay
- The district will buy back a maximum of 4 vacation days
- \$1,000 Retention Payment \* paid in a one time lump sum to all returning staff in August 2021.

\*Note- one time payouts will be prorated based on FTE. Employees working more than 7hrs/day, 35 hrs/week are considered fulltime 1.0

2. 301 Class Site Funds

- The Per Pupil allocation of CSF/Prop 301 funds for FY22 has increased by \$308 to \$733 per weighted student = \$2,029,300 . Of this \$192/student or \$530,000 are one time dollars. \$250,000 will be used to fund one-time teacher compensation of \$1000, with a remaining balance of \$280,000 in these one-time dollars.

3. Input on use of ESSER II & III

- District ESSER II allocation = \$4.7 million, Must be expended by September 2023. ESSER III allocation = \$11.8 million. Must be spent by September 2024 (3 year plan).
- The district has compiled a list of needs for use of ESSER funds, with input from administrators, master teachers, previous and current year budget committee needs.
- Timelines/Next Steps- budget committee will gather input from their sites and departments on the needs list, which will aid in prioritizing needs. The new and additional positions need to be posted this month. The applicant pool will dwindle if we wait too long to post these additional positions.

Next meeting (virtual) Wednesday, April 21 at 3:30 pm

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

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**Agenda Item Number – IX**

**Agenda Item**

**Board Development**

For Board:     Action             Discussion             Information

**Background –**

Future Board Professional Development

1. ASBA Virtual Summer Leadership June 11, 2011

**Legal**

**Financial**

**Governing Board Goals**

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- Equity & Excellence for Opportunity and Outcomes

**Recommendation**

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

**OSBORN SCHOOL DISTRICT NO. 8**

**April 20, 2021**

**Board Meeting**

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**Agenda Item Number –X**

**Agenda Item**

**Reflections/Feedback on Meeting**

For Board:     Action             Discussion             Information

**Background –**

Reflect on the business of tonight’s meeting. You may comment on how it aligns to our goals.

**Legal**

**Financial**

**Governing Board Goals**

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**Recommendation**

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

OSBORN SCHOOL DISTRICT NO. 8

April 20, 2021

Board Meeting

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Agenda Item Number – XI

Agenda Item

**Future Agenda Items**

For Board:  Action  Discussion  Information

Mr. Hermes

- Looking at the 3 percent decrease in enrollment over the last 5 years, would like to explore strategies/ways to increase enrollment. **(4/13/21 update to the Board)**
- Discuss ways to make Osborn a better place for teachers and staff to be parents and raise a family. **(all of the below options are considerations the Budget Committee examines yearly)**
  - paid leave for parents
  - lower insurance costs for dependents
  - processes to improve staff retention following the birth of a child

Mr. Flamand

- Reflect on what worked and didn't work over the past year looking at district strengths and areas that need improvement to understand how the district functions when facing challenges **(July 2021 for Board self-evaluation)**

Ms. Corbin

- Looking forward to visiting the schools **(being scheduled for post AzM2 testing)**

Ylenia

- Would like to have a presentation with the founder of from Go with the Flow- a group that provides pads and liners for middle schools. **(Pres. Aguilar will notify the Supt. when Exec. Director Demetra Presley is available to present to the Board)**

Agenda Item Number – XII

Adjournment

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