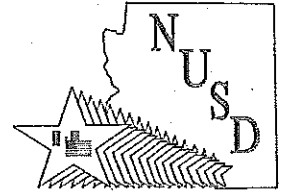


# Nogales Unified School District No. 1



## NOTICE AND AGENDA OF PUBLIC MEETING OF THE NOGALES UNIFIED SCHOOL DISTRICT NO. ONE GOVERNING BOARD

Pursuant to A.R.S. §38-431.02, notice is hereby given to the Nogales Unified School District #01 Governing Board and to the general public that the Board will hold a Regular Meeting open to the public on **Monday, August 10, 2015 at 5:30 p.m.**, in the Anita Lichter Board Room, located on 310 W. Plum Street in Nogales, Arizona.

The Governing Board may vote to enter executive session pursuant to Arizona Revised Statutes Section 38-431.03(A)(3) or (A)(4) concerning any item on this agenda for discussion or consultation with the attorneys for the District. This executive session may be conducted by speakerphone.

- I. Opening of Meeting
  - a. Call to Order
  - b. Adoption of Agenda  
*The Governing Board reserves the right to reschedule, delete, or rearrange items on the agenda, to efficiently conduct its business*
  - c. Pledge of Allegiance
- II. Approval of Governing Board Minutes
  - a. Approval of the Study Session and Regular Board Minutes of July 27, 2015
- III. Governing Board/Superintendent Information
  - a. Superintendent Reports, Celebrations, Recognitions, Announcements
    - 1) First Day of School Update
    - 2) Update on Forest Fees Allocations-Positions for SRO's
  - b. Governing Board Reports, Celebrations, Recognitions, Announcements
- IV. Call to the Public  
*Members of the Governing Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action*
- V. Consent Agenda Items  
*Approval of routine warrants, purchase orders, travel claims, employee leave and transfer requests, and employee resignations (Documentation concerning the matters on the consent agenda may be reviewed at the District office). Any matter on the Consent Agenda will be removed from the Consent Agenda and discussed as regular agenda item(s) upon the request of any Board Member.*
  - a. Ratification of Expense/Payroll Vouchers
  - b. Acceptance of Donation from Nogales Debutante Cotillion (\$2,000 to NHS for Cheer Program)
  - c. Approval of Award Renewal for Sole Source status to Daktronics Inc.
  - d. Approval of Personnel Agenda Summary

Page -2-  
Consent cont.

- e. Approval of Addenda for SY 2015/2016
- f. Revision of Standard Operating Procedure – Addendum Schedule and Processing

VI. Action Items

- a. Nomination of ASBA Delegate and Alternate Delegate

VII. Information and Discussion Items

- a. JTED Program Update
- b. Healthy Student Project Presentation
- c. Shot Spotter Technology Presentation
- d. Policy GCBA Professional Staff Salary Schedules
- e. Administrative Audit Report


VIII. Requests for Future Agenda Items

IX. Adjournment

*A copy of the agenda background material provided to the Board (with the exception of material relating to possible executive sessions) is available for public inspection at the Superintendent's Office, 310 W. Plum Street, Nogales, Arizona.*

Dated this 6th day of August, for the regular meeting to be held on Monday, August 10, 2015

## **NOGALES UNIFIED SCHOOL DISTRICT #1**

  
\_\_\_\_\_  
Fernando Parra, Superintendent

8/6/2015  
Date

\*If you will require a special accommodation to attend this event, please call 397-7940 at least 4 hours prior.

# **NOGALES UNIFIED SCHOOL DISTRICT NO. ONE**

## **AGENDA ITEM SUMMARY**

### **APPROVAL OF GOVERNING BOARD MINUTES**

Governing Board Study Session and Regular Minutes of July 27, 2015

**APPROVED:** 8/ /15

**PRESENTER:** Superintendent Fernando Parra **SUBMITTED:** 8/ 5 /15

### **BACKGROUND:**

Attached please find a copy of the Minutes of the meetings listed above for your review at the August 10, 2015 Governing Board Meeting.

### **RECOMMENDATION:**

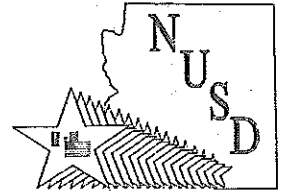
The Administrative recommendation is for the Governing Board to approve the Governing Board Minutes as presented.

### **ENCLOSURES:**

Copy of Minutes

# Nogales Unified School District No. 1

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## **NOGALES UNIFIED SCHOOL DISTRICT NO. 1 GOVERNING BOARD**

**Minutes of the Study Session held on July 27, 2015 at 4:00 p.m.**

- I. Attendance:  
The following Board Members were present:

Manuel Ruiz, President; Dr. Marcelino Varona, Jr., Clerk; Members, Barbara Mendoza, and Santiny Orozco

Not present: Greg Lucero

- a. Call to Order

Mr. Ruiz called the meeting to order at 4:00 p.m.

- b. Pledge of Allegiance

Mrs. Mendoza led all on the pledge

- c. Adoption of the Agenda

A motion was made by Mrs. Mendoza and seconded by Mr. Orozco for approval.

Motion carried unanimously.

- II. Study Session

- a) Presentation and Discussion of Special Investigation of 2014 AIMS Test Results for Wade Carpenter Middle School in Nogales Unified School District

Superintendent Parra gave a brief update of the investigation and further mentioned that with exception of Mrs. Mendoza, who had recused herself, copies of the investigation had been provided to the Board.

Dr. Rene Javier Diaz, investigator, gave a Power Point presentation of the findings.

Dr. Varona asked for some clarification in the report.

Dr. Diaz and Ms. Susan Segal, NUSD Attorney, clarified his concerns.

Dr. Varona thanked Dr. Diaz for his report.

Dr. Varona made the public clarification that the teachers and the students did not do anything wrong.

Mr. Orozco agreed with Dr. Varona and asked if these findings affected the NHS scores.

Superintendent Parra mentioned the students continue to be monitored as they transition to the high school.

Page -2-  
Study Session

Mr. Ruiz thanked Dr. Diaz for the report and stated he was in agreement with Dr. Varona's comments.

- b) Recommendation of Superintendent as to Next Steps the District and the Superintendent are to take in connection with the Special Investigation of 2014 AIMS Test Results for Wade Carpenter Middle School.

Superintendent Parra went back to read what was stated back in March 9, 2015, and he cited that this has affected everyone who was involved in the disputation. He further stated that the recommendations had been made according to the report's investigation and further stated that his recommendations would be made in accordance with the findings.

Superintendent Parra further mentioned that Mrs. Canto would continue to work closely with the schools.

### III. Action

- a) Discussion and Possible Action on Next Steps the District and the Superintendent are to take in connection with the Special Investigation of 2014 AIMS Test Results for Wade Carpenter Middle School based on the Recommendation of the Superintendent.

After board discussion regarding Dr. Diaz's recommendations, Superintendent Parra made the recommendation to make an amendment on Item VI, Bullet 3 of the Recommendations of the report suggesting the addition of "to work collaboratively with Carpenter to oversee the testing process".

Dr. Varona clarified that the decisions are to be made by the Administration and not by the Board.

A motion to authorize the School District Attorney and Superintendent Parra to forward all information to the ADE office and the office of the Attorney General was made by Dr. Varona and was seconded by Mr. Orozco.

Motion carried unanimously

Mrs. Mendoza recused herself from participating.

### IV. Adjournment of the Study Session

A motion was made by Dr. Varona and seconded by Mr. Orozco for adjournment of the public meeting.

Motion carried unanimously.

**Session was adjourned at 5:14 p.m.**

Page-3-  
Study Session

Respectfully Submitted,  
Mary T. Lopez, Secretary  
August 10, 2015

## APPROVED BY THE BOARD

\_\_\_\_\_  
Manny Ruiz

President

\_\_\_\_\_  
Dr. Marcelino Varona, Jr.

Clerk

\_\_\_\_\_  
Barbara Mendoza

Member

\_\_\_\_\_  
Santiny Orozco

Member

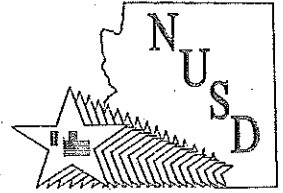
\_\_\_\_\_  
Greg Lucero

Member

(For exact statements made during the Board Meeting, you may request a copy of the DVD)

# Nogales Unified School District No. 1

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## **NOGALES UNIFIED SCHOOL DISTRICT NO. 1 GOVERNING BOARD**

### **Minutes of the Regular Meeting held on July 27, 2015 Immediately after the Study Session**

I. Attendance:

The following Board Members were present:

Manuel Ruiz, President; Dr. Marcelino Varona, Jr., Clerk; Members, Barbara Mendoza, and Santiny Orozco

Not present: Greg Lucero

a. Call to Order

Mr. Ruiz called the meeting to order at 5:22 p.m.

b. Adoption of the Agenda

Dr. Varona stated that item VII (JTED Report) had been a request placed by Mr. Lucero and due to automobile problems, he was not able to be present. Dr. Varona requested to table the item and reschedule at a future meeting and that the item be presented the same way as posted in this agenda.

A motion was made by Dr. Varona and was seconded by Mrs. Mendoza for approval.

Motion carried unanimously.

II. Approval of Governing Board Minutes

a. Approval of the Regular Board Minutes of July 13, 2015

A motion was made by Dr. Varona and seconded by Mr. Orozco for approval of the minutes as presented.

Motion carried unanimously.

III. Governing Board/Superintendent Information

a. Superintendent Reports, Celebrations, Recognitions, Announcements

1) Update Jump Back to School held July 18, 2015

Superintendent Parra gave a brief update on the event that took place July 18, 2015, and he mentioned that all the sponsors would be thanked in the local newspaper and a luncheon would be coming up to thank all the sponsors and the volunteers.

**Page-2-**

**2) Principal Assignments/Administrative Positions/Restructuring**

Superintendent Parra reported that the restructuring of the District's team was almost done and the final appointments would be brought back for the Board's approval soon. He stated he was looking forward to working with new principals and the new administration.

He mentioned that the former Nogales High School Athletics Director position would not be filled and that instead, they would make some adjustments to make it work and that one of the Assistant Principals would assist in this area.

The Governing Board agreed and stated they were in support of his decisions.

Mrs. Mendoza congratulated Superintendent Parra and his new team and wished them luck.

Mr. Orozco congratulated the new administration staff.

Dr. Varona also congratulated the new District's Team.

**b. Governing Board Reports, Celebrations, Recognitions, Announcements**

Dr. Varona reported he had attended the Jump Back to School event and it had been very well organized. He commended the administration for a job well done.

Dr. Varona thanked Dr. Molera, principal at Desert Shadows Middle School, for their band's participating in the Western Regional. He stated that it would be nice to have the NHS band and WCMS bands also participate next year.

Mr. Ruiz thanked his colleagues and mentioned that he supported the actions of the Board and was glad the District had been able to give a raise to the staff and that he was looking forward to visiting all the campuses once the school year had started.

**IV. Call to the Public**

None

**V. Consent Agenda Items**

Mr. Ruiz read all items for the record.

A motion was made by Dr. Varona and was seconded by Mrs. Mendoza for approval.

Motion carried unanimously.

- a. Renewal of Sole Source Status to Santa Cruz County Young Audiences  
Renewal of Contract to Santa Cruz County Young Audiences



**Page-3-**

- b. Renewal of Award for Sole Source Status to Creative Product Sourcing Inc.
- c. Approval of Personnel Agenda Summary
- d. Addenda for School Year 2015-2016

**VI. Action Items**

- a. Approval of Board Goals for the 2015-2016 School Year

Superintendent Parra introduced Angel Canto, Assistant Superintendent, to explain the information.

Mrs. Canto explained the new goals and stated that they were similar from last years' with some minor word-changing.

Dr. Varona mentioned he appreciated the retreat the Board had been able to attend during the summer where they had been able to discuss the goals. He asked that in the last goal the businesses community also be included.

A motion was made by Dr. Varona and was seconded by Mr. Orozco for approval of the Governing Board Goals with inclusion of business community in the fifth goal.

Motion carried unanimously.

- b. Second Reading and Adoption of Governing Board Policy IK Academic Achievement and Administrative Regulations IK-R

Mayra Zuniga, Business Director, explained this was the second reading and stated the administration requested the approval from the Board.

A motion was made by Dr. Varona and seconded by Mrs. Mendoza for approval.

Motion carried unanimously.

- c. Recommendation to Appoint Robert M. Bracker Elementary Principal for School Year 2015-2016

Superintendent Parra gave a brief update on Mr. Tim Colgate's recommendation to be appointed as principal of Robert M. Bracker Elementary School.

A motion was made by Dr. Varona and was seconded by Mrs. Mendoza for approval.

Mr. Ruiz stated that Mr. Colgate would do a great job. Further, he mentioned that Superintendent Parra had assembled a very good team.

Dr. Varona briefly mentioned that several years ago Mr. Colgate had been transferred from Bracker Elementary to NHS where he was needed at the time. He further mentioned that he was sure Mr. Colgate would do exceptionally well; that he was confident in his abilities for elementary school is where he had started.

Motion carried unanimously.

**Page-4-**

- VII. Information and Discussion Items  
a. Update on JTED Program

**Tabled to a future date**

- VIII. Requests for Future Agenda Items

Mrs. Mendoza requested that, in the near future, a report on Level of Capacity of Classroom Sizes be provided.

- IX. Adjournment

A motion was made by Mrs. Mendoza and seconded by Mr. Orozco for adjournment of the public meeting.

Motion carried unanimously.

Session was adjourned at 5:50 p.m.

**APPROVED BY THE BOARD**

\_\_\_\_\_  
Manny Ruiz President

\_\_\_\_\_  
Dr. Marcelino Varona, Jr. Clerk

\_\_\_\_\_  
Barbara Mendoza Member

\_\_\_\_\_  
Santiny Orozco Member

\_\_\_\_\_  
Greg Lucero Member

Respectfully Submitted,  
Mary T. Lopez, Secretary  
August 10, 2015

(For exact statements made during the Board Meeting, you may request a copy of the DVD)

# NOGALES UNIFIED SCHOOL DISTRICT

## AGENDA ITEM SUMMARY

<b>ITEM:</b>	Consent Agenda	<b>APPROVED:</b>
	Ratification of Expense/Payroll Vouchers	
<b>SUBMITTED BY:</b>	Adelmo Sandoval Finance Director	<b>DATED:</b> 08/03/2015

**BACKGROUND:** The following Voucher(s) need to be ratified for Payment:

### 1) Payroll Voucher:

P-27	Voucher #71	1052	JULY 10, 2015	\$	144,643.08
P-27.1	Voucher #72	1053	JULY 10, 2015	\$	65,535.12
P-1	Voucher #1	1000	JULY 10, 2015	\$	274,903.17
P-1.1	Voucher #2	1001	JULY 10, 2015	\$	55,983.20
P-1.2	Voucher #3	1002	JULY 10, 2015	\$	651.83
P-2	Voucher #4	1003	JULY 24, 2015	\$	283,190.41
P-2.1	Voucher #5	1004	JULY 24, 2015	\$	2,571.74
P-2.2	Voucher #6	1005	JULY 24, 2015	\$	2,362.87

### 2) Expense Voucher:

E 1128	JUNE 30, 2015	\$	362,637.77
E 1129	JUNE 30, 2015	\$	182,058.53
E 1101	JULY 17, 2015	\$	2,319,692.32
E 1102	JULY 31, 2015	\$	143,221.23

### NOTE:

The Expense Vouchers have been reviewed by one of the board members prior to releasing the warrants.

### RECOMMENDATION:

The administrative recommendation is that the Governing Board approve the ratification of the Voucher(s), as presented.

### ENCLOSURE (S):

Copies of Memorandums, District Voucher, Governing Board Resolution

## RESOLUTION

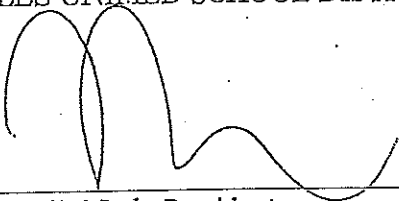
WHEREAS, pursuant to Arizona Revised Statute §15-321.G which states:

"An order 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 order is ratified by the Board at the next regular or special meeting of the Governing Board."

THEREFORE, BE IT RESOLVED that the Nogales Unified School District No. One Governing Board hereby resolves to utilize A.R.S. §15-321.G to allow an order for salary or other expense to be signed between board meetings prior to the signing at a regular or special meeting of the Governing Board and that the order be ratified by the Board at the next regular or special meeting of the Governing Board. The order shall be signed by a majority of Governing Board.

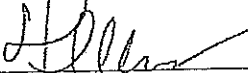
DATED this 14th day of July, 2014

NOGALES UNIFIED SCHOOL DISTRICT NO. ONE GOVERNING BOARD



Dr. Hunter L. Nash, President

Manuel Ruiz, Board Clerk



Hector Arana, Board Member

Derek Amson, Board Member



Dr. Marcelino Varona Jr, Board Member

## RESOLUTION

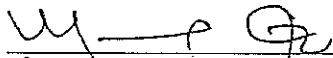
WHEREAS, pursuant to Arizona Revised Statute §15-321.G which states:

"An order 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 order is ratified by the Board at the next regular or special meeting of the Governing Board."

THEREFORE, BE IT RESOLVED that the Nogales Unified School District No. One Governing Board hereby resolves to utilize A.R.S. §15-321.G to allow an order for salary or other expense to be signed between board meetings prior to the signing at a regular or special meeting of the Governing Board and that the order be ratified by the Board at the next regular or special meeting of the Governing Board. The order shall be signed by a majority of Governing Board.

DATED this 11th day of May, 2015

NOGALES UNIFIED SCHOOL DISTRICT NO. ONE GOVERNING BOARD



Manny Ruiz, President

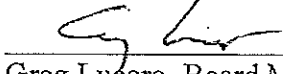


Dr. Marcelino Varona, Board Clerk

Barbara Mendoza, Board Member



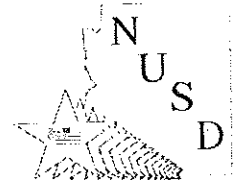
Santiny Orozco, Board Member



Greg Lucero, Board Member

# Nogales Unified School District No. 1

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## MEMORANDUM

Date: July 13, 2015

To: Adelmo Sandoval, Finance Director

From: Denisse Melendez, Payroll Specialist *DM*

Re: RATIFICATION OF PAYROLL VOUCHERS

---

In accordance with the Governing Board Resolution dated July 14, 2014 I hereby submit to you the following payroll vouchers to be ratified at the next regular or special Governing Board Meeting.

<u>Date</u>	<u>Payroll #</u>	<u>Voucher</u>	<u>Amount</u>	<u>Check Type</u>
7/10/2015	27	71, 1052	\$144,643.08	Employee/Deductions
7/10/2015	27.1	72, 1053	\$65,535.12	Employee/Deductions

# NOGALES UNIFIED SCHOOL DISTRICT #1 VOUCHER

Entity Number: 12-2-01

Voucher No: 71, 1052

Voucher Date: 07/10/2015

Prepared By: DM

Pay Period: 27

Pay Cycle: BIWEEKLY

Printed: 06/29/2015 12:40:29 PM

NOGALES UNIFIED SCHOOL DISTRICT #1 is hereby authorized to draw warrants against NOGALES UNIFIED SCHOOL DISTRICT #1 funds for the sum of \$144,643.08 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2014 to June 30, 2015 (period cannot overlap fiscal year end.)

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

  
 Administrator

Manuel Ruiz

President

Dr. Marcelino Varona Jr.

Board Clerk

Barbara Mendoza

Board Member

Greg Lucero

Board Member

Santiny Orozco

Board Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$88,380.97	\$6,761.23	\$9,452.90	\$1,945.86	\$106,540.96
101	\$5,903.16	\$451.59	\$443.24	\$232.33	\$7,030.32
183	\$2,400.00	\$183.60	\$278.40	\$13.44	\$2,875.44
199	\$1,338.79	\$102.41	\$155.30	\$7.49	\$1,603.99
265	\$1,143.17	\$87.46	\$132.60	\$6.40	\$1,369.63
349	\$1,708.24	\$130.68	\$198.16	\$9.57	\$2,046.65
466	\$2,427.70	\$185.73	\$281.63	\$13.58	\$2,908.64
522	\$12,030.85	\$797.95	\$1,093.98	\$162.92	\$14,085.70
570	\$4,537.25	\$347.09	\$526.31	\$25.42	\$5,436.07
956	\$622.40	\$47.61	\$72.19	\$3.48	\$745.68
	\$120,492.53	\$9,095.35	\$12,634.71	\$2,420.49	\$144,643.08

# NOGALES UNIFIED SCHOOL DISTRICT #1 VOUCHER

Entity Number: 12-2-01

Voucher No: 72, 1053

Voucher Date: 07/10/2015

Prepared By: 


Pay Period: 27.1

Pay Cycle: BIWEEKLY

Printed: 06/29/2015 12:45:14 PM

NOGALES UNIFIED SCHOOL DISTRICT #1 is hereby authorized to draw warrants against NOGALES UNIFIED SCHOOL DISTRICT #1 funds for the sum of \$65,535.12 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2014 to June 30, 2015 (period cannot overlap fiscal year end.)

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

  
\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Manuel Ruiz President

\_\_\_\_\_  
Dr. Marcelino Varona Jr. Board Clerk

\_\_\_\_\_  
Barbara Mendoza Board Member

\_\_\_\_\_  
Greg Lucero Board Member

\_\_\_\_\_  
Santiny Orozco Board Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$60,033.51	\$4,592.55	\$0.00	\$909.06	\$65,535.12
	\$60,033.51	\$4,592.55	\$0.00	\$909.06	\$65,535.12



# Nogales Unified School District No. 1

---



## MEMORANDUM

Date: July 13, 2015

To: Adelmo Sandoval, Finance Director

From: Denisse Melendez, Payroll Specialist *DM*

Re: RATIFICATION OF PAYROLL VOUCHERS

---

In accordance with the Governing Board Resolution dated July 14, 2014 I hereby submit to you the following payroll vouchers to be ratified at the next regular or special Governing Board Meeting.

<u>Date</u>	<u>Payroll #</u>	<u>Voucher</u>	<u>Amount</u>	<u>Check Type</u>
7/10/2015	1	1, 1000	\$274,903.17	Employee/Deductions
7/10/2015	1.1	2, 1001	\$55,983.20	Employee/Deductions
7/10/2015	1.2	3, 1002	\$651.83	Employee/Deductions

# NOGALES UNIFIED SCHOOL DISTRICT #1 VOUCHER

Entity Number: 12-2-01

Voucher No: 1, 1000

Voucher Date: 07/10/2015

Prepared By: 


Pay Period: 1

Pay Cycle: BIWEEKLY

Printed: 07/09/2015 11:07:09 AM

NOGALES UNIFIED SCHOOL DISTRICT #1 is hereby authorized to draw warrants against NOGALES UNIFIED SCHOOL DISTRICT #1 funds for the sum of \$274,903.17 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2015 to June 30, 2016 (period cannot overlap fiscal year end.)

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

  
 Administrator

Manuel Ruiz

President

Dr. Marcellino Varona Jr.

Board Clerk

Barbara Mendoza

Board Member

Greg Lucero

Board Member

Santiny Orozco

Board Member


FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$239,027.10	\$18,285.55	\$7,729.49	\$1,260.96	\$266,303.10
101	\$4,311.23	\$329.82	\$391.20	\$110.32	\$5,142.57
199	\$647.76	\$49.55	\$74.30	\$3.62	\$775.23
466	\$595.32	\$45.54	\$68.27	\$3.34	\$712.47
570	\$1,517.81	\$116.12	\$174.09	\$8.51	\$1,816.53
957	\$125.02	\$9.56	\$14.34	\$4.35	\$153.27
	\$246,224.24	\$18,836.14	\$8,451.69	\$1,391.10	\$274,903.17

# NOGALES UNIFIED SCHOOL DISTRICT #1 VOUCHER

Entity Number: 12-2-01

Voucher No: 2, 1001

Voucher Date: 07/10/2015

Prepared By: 

Pay Period: 1.1

Pay Cycle: BIWEEKLY

Printed: 07/09/2015 11:34:18 AM

NOGALES UNIFIED SCHOOL DISTRICT #1 is hereby authorized to draw warrants against NOGALES UNIFIED SCHOOL DISTRICT #1 funds for the sum of \$55,983.20 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2015 to June 30, 2016 (period cannot overlap fiscal year end.)

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

  
 Administrator

Manuel Ruiz

President

Dr. Marcelino Varona Jr.

Board Clerk

Barbara Mendoza

Board Member

Greg Lucero

Board Member

Santiny Orozco

Board Member


FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$52,000.00	\$3,978.00	\$0.00	\$5.20	\$55,983.20
	\$52,000.00	\$3,978.00	\$0.00	\$5.20	\$55,983.20

# NOGALES UNIFIED SCHOOL DISTRICT #1 VOUCHER

Entity Number: 12-2-01

Voucher No: 3, 1002

Voucher Date: 07/10/2015

Prepared By: 

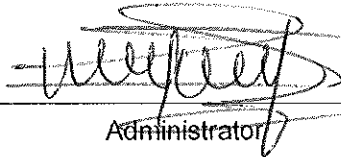
Pay Period: 1.2

Pay Cycle: BIWEEKLY

Printed: 07/13/2015 11:35:23 AM

NOGALES UNIFIED SCHOOL DISTRICT #1 is hereby authorized to draw warrants against NOGALES UNIFIED SCHOOL DISTRICT #1 funds for the sum of \$651.83 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2015 to June 30, 2016 (period cannot overlap fiscal year end.)

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

  
 Administrator

Manuel Ruiz

President

Dr. Marcelino Varona Jr.

Board Clerk

Barbara Mendoza

Board Member

Greg Lucero

Board Member

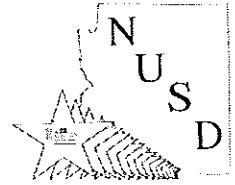
Santiny Orozco

Board Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$231.70	\$17.72	\$26.58	\$1.44	\$277.44
466	\$312.82	\$23.93	\$35.89	\$1.75	\$374.39
	\$544.52	\$41.65	\$62.47	\$3.19	\$651.83

# Nogales Unified School District No. 1

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## MEMORANDUM

Date: July 14, 2015  
To: Adelmo Sandoval, Finance Director  
From: Denisse Melendez, Payroll Specialist *DM*  
Re: RATIFICATION OF PAYROLL VOUCHERS

---

In accordance with the Governing Board Resolution dated July 14, 2014 I hereby submit to you the following payroll vouchers to be ratified at the next regular or special Governing Board Meeting.

<u>Date</u>	<u>Payroll #</u>	<u>Voucher</u>	<u>Amount</u>	<u>Check Type</u>
7/24/2015	2	4, 1003	\$283,490.41	Employee/Deductions
7/24/2015	2.1	5, 1004	\$2,571.74	Employee/Deductions
7/24/2015	2.2	6, 1005	\$2,362.87	Employee/Deductions

# NOGALES UNIFIED SCHOOL DISTRICT #1 VOUCHER

Entity Number: 12-2-01

Voucher No: 4, 1003

Voucher Date: 07/24/2015

Prepared By: 

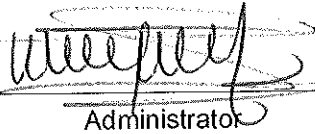
Pay Period: 2

Pay Cycle: BIWEEKLY

Printed: 07/22/2015 01:36:08 PM

NOGALES UNIFIED SCHOOL DISTRICT #1 is hereby authorized to draw warrants against NOGALES UNIFIED SCHOOL DISTRICT #1 funds for the sum of \$283,490.41 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2015 to June 30, 2016 (period cannot overlap fiscal year end.)

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

  
 Administrator

Manuel Ruiz

President

Dr. Marcelino Varona Jr.

Board Clerk

Barbara Mendoza

Board Member

Greg Lucero

Board Member

Santiny Orozco

Board Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$210,138.51	\$15,734.17	\$22,594.78	\$4,196.51	\$252,663.97
101	\$14,503.95	\$1,109.57	\$1,319.29	\$361.91	\$17,294.72
199	\$2,975.71	\$227.64	\$300.49	\$16.58	\$3,520.42
265	\$596.71	\$45.65	\$68.43	\$3.34	\$714.13
466	\$2,122.40	\$162.36	\$243.44	\$11.88	\$2,540.08
515	\$310.66	\$23.77	\$4.95	\$34.91	\$374.29
570	\$5,151.60	\$394.09	\$590.89	\$28.64	\$6,165.22
957	\$177.74	\$13.60	\$20.38	\$5.86	\$217.58
	\$235,977.28	\$17,710.85	\$25,142.65	\$4,659.63	\$283,490.41

# NOGALES UNIFIED SCHOOL DISTRICT #1 VOUCHER

Entity Number: 12-2-01

Voucher No: 5, 1004

Voucher Date: 07/24/2015

Prepared By: 

Pay Period: 2.1

Pay Cycle: BIWEEKLY

Printed: 07/24/2015 02:37:40 PM

NOGALES UNIFIED SCHOOL DISTRICT #1 is hereby authorized to draw warrants against NOGALES UNIFIED SCHOOL DISTRICT #1 funds for the sum of \$2,571.74 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2015 to June 30, 2016 (period cannot overlap fiscal year end.)

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

  
 Administrator

Manuel Ruiz

President

Dr. Marcelino Varona Jr.

Board Clerk

Barbara Mendoza

Board Member

Greg Lucero

Board Member

Santiny Orozco

Board Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$496.64	\$37.99	\$56.97	\$2.78	\$594.38
265	\$826.10	\$63.20	\$94.75	\$4.64	\$988.69
956	\$826.10	\$63.20	\$94.75	\$4.62	\$988.67
	\$2,148.84	\$164.39	\$246.47	\$12.04	\$2,571.74

# NOGALES UNIFIED SCHOOL DISTRICT #1 VOUCHER

Entity Number: 12-2-01

Voucher No: 6, 1005

Voucher Date: 07/24/2015

Prepared By: DM

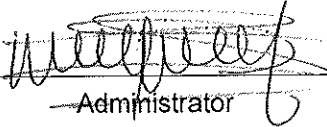
Pay Period: 2.2

Pay Cycle: BIWEEKLY

Printed: 07/24/2015 02:38:01 PM

NOGALES UNIFIED SCHOOL DISTRICT #1 is hereby authorized to draw warrants against NOGALES UNIFIED SCHOOL DISTRICT #1 funds for the sum of \$2,362.87 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2015 to June 30, 2016 (period cannot overlap fiscal year end.)

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

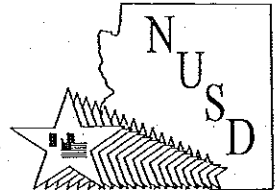
 _____ Administrator	_____ Manuel Ruiz	_____ President
	_____ Dr. Marcelino Varona Jr.	_____ Board Clerk
	_____ Barbara Mendoza	_____ Board Member
	_____ Greg Lucero	_____ Board Member
	_____ Santiny Orozco	_____ Board Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$2,143.05	\$163.95	\$43.87	\$12.00	\$2,362.87
	\$2,143.05	\$163.95	\$43.87	\$12.00	\$2,362.87



# Nogales Unified School District No. 1

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## Memorandum

To: Adelmo Sandoval, Finance Director

From: Isabel C. Alvarez, Accounts Payable Specialist

Date: July 16, 2015 *IA*

Re: Ratification of Expense Voucher

---

In accordance with Governing Board Resolution dated July 14th, 2014, I hereby submit to you the following Expense voucher to be ratified at the next regular or special Governing Board Meeting.

<u>Voucher No.</u>	<u>Date</u>	<u>Amount</u>
1128	6/30/2015	\$362,637.77

Thank you.

# NOGALES UNIFIED SCHOOL DISTRICT #1 VOUCHER

Voucher No: 1128

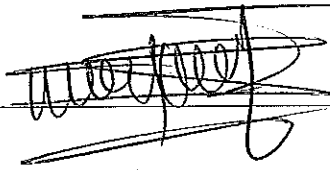

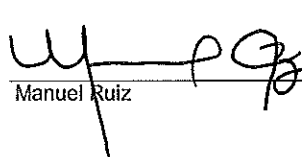
Voucher Date: 06/30/2015

Prepared By: IA

Printed: 07/15/2015 02:29:37 PM

NOGALES UNIFIED SCHOOL DISTRICT #1 is hereby authorized to draw warrants against NOGALES UNIFIED SCHOOL DISTRICT #1 funds for the sum of \$362,637.77 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2014 to June 30, 2015 (period cannot overlap fiscal year end.)

I certify by my original signature below that this claim is just and correct, and the services and/or materials herein represented have been received and that the claim: \_\_\_\_\_ was approved at a public meeting of the governing board on \_\_\_\_\_ (A.R.S. 15-304), or \_\_\_\_\_ will be ratified at the next regular or special meeting of the governing board on \_\_\_\_\_ in accordance with the procedures of A.R.S. 15-321 All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.


  


  
 Manuel Ruiz President 7/14/15

Dr. Marcelino Varona Jr. Board Clerk

Barbara Mendoza Board Member

Greg Lucero Board Member

Santiny Orozco Board Member

NOGALES UNIFIED SCHOOL DISTRICT #1

Fund		Amount
001	MAINTENANCE & OPERATION	\$130,385.08
101	TITLE I - LEA	\$41,871.88
102	TITLE I - PART D	\$398.00
140	TITLE II - IMPROVING TEACHER QUALITY	\$5,274.00
183	RURAL AND LOW-INCOME SCHOOLS	\$1,716.00
199	TITLE III - LEP PROGRAM	\$391.00
220	IDEA - BASIC GRANT	\$16,236.08
226	IDEA-PRESCHOOL GRANT	\$629.00
260	CTE - BASIC GRANTS	\$5,461.19
374	E-RATE REIMBURSEMENT	\$34.03

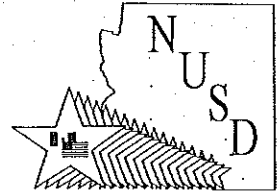
Voucher No: 1128

Voucher Date: 06/30/2015

Fund		Amount
400	VOCATIONAL EDUCATION PRIORITY PROGRAMS	\$230.19
510	FOOD SERVICE	\$96,462.72
533	GIFTS & DON. CORONADO ELEM	\$3,224.17
535	GIFTS & DON. LINCOLN	\$136.95
539	GIFTS & DON. N.H.S.	\$338.79
570	INDIRECT COSTS	\$5,712.07
610	UNRESTRICTED CAPITAL OUTLAY	\$53,047.41
956	PRINTSHOP	\$1,089.21
		<b>\$362,637.77</b>

# Nogales Unified School District No. 1

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## Memorandum

To: Adelmo Sandoval, Finance Director

From: Isabel C. Alvarez, Accounts Payable Specialist *IA*

Date: July 29, 2015

Re: Ratification of Expense Voucher

---

In accordance with Governing Board Resolution dated July 14th, 2014, I hereby submit to you the following Expense voucher to be ratified at the next regular or special Governing Board Meeting.

<u>Voucher No.</u>	<u>Date</u>	<u>Amount</u>
1129	6/30/2015	\$182,058.53

Thank you.

# NOGALES UNIFIED SCHOOL DISTRICT #1 VOUCHER

Voucher No: 1129

Voucher Date: 06/30/2015

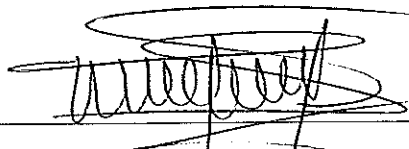

Prepared By:

IA

Printed: 07/28/2015 04:46:20 PM

NOGALES UNIFIED SCHOOL DISTRICT #1 is hereby authorized to draw warrants against NOGALES UNIFIED SCHOOL DISTRICT #1 funds for the sum of \$182,058.53 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2014 to June 30, 2015 (period cannot overlap fiscal year end.)

I certify by my original signature below that this claim is just and correct, and the services and/or materials herein represented have been received and that the claim: \_\_\_\_\_ was approved at a public meeting of the governing board on \_\_\_\_\_ (A.R.S. 15-304), or \_\_\_\_\_ will be ratified at the next regular or special meeting of the governing board on \_\_\_\_\_ in accordance with the procedures of A.R.S. 15-321 All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

Manuel Ruiz

President

Dr. Marcelino Varona Jr.

Board Clerk

8-29-2015

Barbara Mendoza

Board Member

Greg Lucero

Board Member

Santiny Orozco

Board Member

NOGALES UNIFIED SCHOOL DISTRICT #1

Fund		Amount
001	MAINTENANCE & OPERATION	\$57,487.68
265	TRANSITION SCHOOL TO WORK (YTP)	\$201.22
374	E-RATE REIMBURSEMENT	\$66.01
408	SCHOOL SAFETY PROGRAM	\$710.12
531	GIFTS & DON. BRACKER ELEM	\$192.85
532	GIFTS & DON. DSMS	\$4,861.57
534	GIFTS & DON. CARPENTER	\$252.33
575	UNEMPLOYMENT INSURANCE	\$570.57
610	UNRESTRICTED CAPITAL OUTLAY	\$15,030.88
691	BUILDING RENEWAL GRANT	\$100,685.30

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Voucher No: 1129

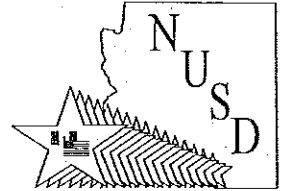
Voucher Date: 06/30/2015

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Fund		Amount
957	TRANSPORTATION	\$2,000.00
		<hr/>
		\$182,058.53

# Nogales Unified School District No. 1

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## Memorandum

To: Adelmo Sandoval, Finance Director

From: Isabel C. Alvarez, Accounts Payable Specialist *IA*

Date: July 16, 2015

Re: Ratification of Expense Voucher

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In accordance with Governing Board Resolution dated July 14th, 2014, I hereby submit to you the following Expense voucher to be ratified at the next regular or special Governing Board Meeting.

<u>Voucher No.</u>	<u>Date</u>	<u>Amount</u>
1101	7/17/2015	\$2,319,692.32

Thank you.

# NOGALES UNIFIED SCHOOL DISTRICT #1 VOUCHER

Voucher No: 1101

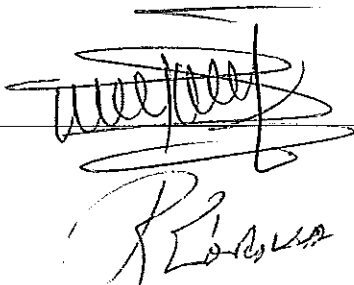
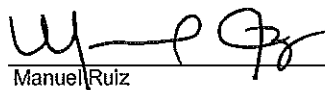
Voucher Date: 07/17/2015

Prepared By: IA

Printed: 07/15/2015 02:31:53 PM

NOGALES UNIFIED SCHOOL DISTRICT #1 is hereby authorized to draw warrants against NOGALES UNIFIED SCHOOL DISTRICT #1 funds for the sum of \$2,319,692.32 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2015 to June 30, 2016 (period cannot overlap fiscal year end.)

I certify by my original signature below that this claim is just and correct, and the services and/or materials herein represented have been received and that the claim: \_\_\_\_\_ was approved at a public meeting of the governing board on \_\_\_\_\_ (A.R.S. 15-304), or \_\_\_\_\_ will be ratified at the next regular or special meeting of the governing board on \_\_\_\_\_ in accordance with the procedures of A.R.S. 15-321 All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

Manuel Ruiz

President

7/16/15

Dr. Marcelino Varona Jr.

Board Clerk

Barbara Mendoza

Board Member

Greg Lucero

Board Member

Santiny Orozco

Board Member

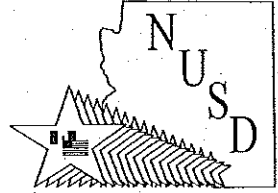
NOGALES UNIFIED SCHOOL DISTRICT #1

Fund		Amount
001	MAINTENANCE & OPERATION	\$95.00
510	FOOD SERVICE	\$10,145.38
570	INDIRECT COSTS	\$4,920.00
576	WORKER'S COMPENSATION INSURANCE	\$182,459.62
855	EMPLOYEE INSURANCE PROGRAM WITHHOLDING	\$2,122,072.32
		<b>\$2,319,692.32</b>



# Nogales Unified School District No. 1

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## Memorandum

To: Adelmo Sandoval, Finance Director

From: Isabel C. Alvarez, Accounts Payable Specialist *IA*

Date: July 29, 2015

Re: Ratification of Expense Voucher

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In accordance with Governing Board Resolution dated July 14th, 2014, I hereby submit to you the following Expense voucher to be ratified at the next regular or special Governing Board Meeting.

<u>Voucher No.</u>	<u>Date</u>	<u>Amount</u>
1102	7/31/2015	\$143,221.23

Thank you.

# NOGALES UNIFIED SCHOOL DISTRICT #1 VOUCHER

Voucher No: 1102

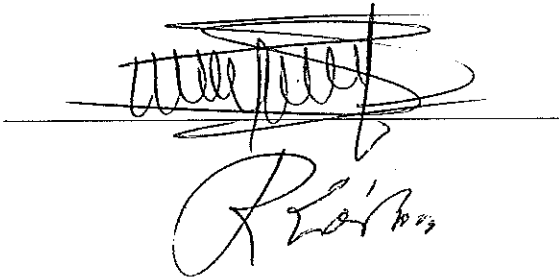
Voucher Date: 07/31/2015

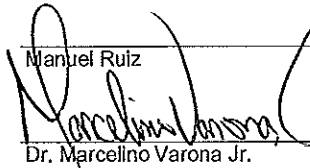
Prepared By: IA

Printed: 07/28/2015 04:47:13 PM

NOGALES UNIFIED SCHOOL DISTRICT #1 is hereby authorized to draw warrants against NOGALES UNIFIED SCHOOL DISTRICT #1 funds for the sum of \$143,221.23 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2015 to June 30, 2016 (period cannot overlap fiscal year end.)

I certify by my original signature below that this claim is just and correct, and the services and/or materials herein represented have been received and that the claim: \_\_\_ was approved at a public meeting of the governing board on \_\_\_\_\_ (A.R.S. 15-304), or \_\_\_ will be ratified at the next regular or special meeting of the governing board on \_\_\_\_\_ in accordance with the procedures of A.R.S. 15-321 All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.



Manuel Ruiz President  
 8.29.2015  
 Dr. Marcelino Varona Jr. Board Clerk

Barbara Mendoza Board Member

Greg Lucero Board Member

Santiny Orozco Board Member

NOGALES UNIFIED SCHOOL DISTRICT #1

Fund		Amount
001	MAINTENANCE & OPERATION	\$49,322.83
101	TITLE I - LEA	\$245.52
374	E-RATE REIMBURSEMENT	\$3,993.24
510	FOOD SERVICE	\$2,946.03
530	GIFTS AND DONATIONS	\$2,254.99
535	GIFTS & DON. LINCOLN	\$1,280.76
570	INDIRECT COSTS	\$422.99
855	EMPLOYEE INSURANCE PROGRAM WITHHOLDING	\$72,792.15
856	INSURANCE PROGRAM-PEB	\$9,962.72

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Voucher No: 1102

Voucher Date: 07/31/2015

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Fund

Amount

\$143,221.23

**NOGALES UNIFIED SCHOOL DISTRICT #1**

**AGENDA ITEM SUMMARY**

<b>ITEM:</b>	<b>CONSENT AGENDA:</b>	<b>APPROVED:</b>
	Approval/Acceptance of Donation from Nogales Debutante Cotillion	
<b>SUBMITTED BY:</b>	Adelmo Sandoval Finance Director	<b>DATE SUBMITTED</b> 7/29/2015

**BACKGROUND:**

Nogales Debutante Cotillion is submitting a donation of \$2000.00 to Nogales High School, to be used for cheer program.

**NOTE:**

Upon Board approval, the Business Office will contact Nogales Debutante Cotillion to acknowledge approval of the donation.

**RECOMMEDATION:**

The Administrative recommendation is that the Governing Board accept the donation being offered by Nogales Debutante Cotillion.

**ENCLOSURES:**

Request for Acceptance of Donation & Gifts Form

NDGALES UNIFIED SCHOOL DISTRICT #1  
 310 W PLUM STREET  
 PHONE(520) 287-0800 / FAX:(520) 287-6618

## REQUEST FOR ACCEPTANCE OF GIFTS &amp; DONATIONS

Name of Individual making donation:

Representing (Firm, Corporation):

Address:

Street

City

State

Zip

Phone #:

Fax #:

E-Mail

Donated Item	Estimated Value	Serial/Vin #	Condition (Good, Fair, Poor)
CK#1825	2000.00		
*Cash/Check Donation:	\$2000.00	Deposit to: Student Activities <input checked="" type="checkbox"/> Gifts & Donations Fund <input type="checkbox"/>	

\*If Cash/Check Donation please make check payable to Nogales Unified School District #1

Purpose for which donation is intended (if any):

Donation for cheer cost 85160022756000210

Signature:

Date:

[ ] Please provide the District Tax ID Number upon acceptance of Donation

## FOR DISTRICT USE

School/Department requesting acceptance of donation:

Administrator Signature:

Date:

\* DONATIONS UNDER \$1000.00 MAY BE APPROVED BY SUPERINTENDENT

Superintendent Signature

Date of Approval

\* DONATIONS OVER \$1000.00 MUST BE APPROVED BY GOVERNING BOARD

Governing Board Signature

Date of Approval

## NOGALES UNIFIED SCHOOL DISTRICT NO. 1

### AGENDA ITEM SUMMARY

**ITEM:** Consent Agenda **APPROVED:** \_\_\_\_\_  
Approval of Award Renewal for Sole Source status to Daktronics Inc.

**SUBMITTED BY:** Adelmo Sandoval **DATE SUBMITTED:** 8/4/2015  
Finance Director

#### **BACKGROUND:**

Replacement parts for the Nogales High School Scoreboard can only be purchased from Daktronics Incorporated as the Manufacturer and parts distributor of this product.

In an effort to avoid an Emergency Procurement, the following Sole Source vendor will be required as a Sole Source Vendor for Nogales Unified School District, in case the score board is struck by lightning as it happened in previous years. Procurement rules state the use of sole source vendors and may be submitted for approval each year.

School District Procurement Rule R7-2-1053 paragraph A states, "A contract may be awarded for a material, service or construction item without competition if the governing board determines in writing that there is only 1 source for the required material, service or construction item. The school district may require the submission of cost or pricing data in connection with an award under this Section. Sole source procurement shall be avoided, except when no reasonable alternative source exists. A copy of the written evidence and determination of the basis for the sole source procurement shall be retained in the procurement file by the school district."

Therefore, it is recommended that the Governing Board acknowledge the written determination that there is only one source vendor to provide these parts and that no reasonable alternative exists. This recommendation is in compliance with the School District Procurement Rules. It is in the District's best interest to approve the recommended sole source procurement.

#### **Sole Source Type:**


- ☒ This is the only vendor that can provide this product/service.
- ☐ Utilizing another vendor for this product/service would be too costly to transition existing infrastructure.
- ☐ This vendor is the only provider for this product/service in our area. We are obligated to use this vendor for this product/service.

#### **RECOMMENDATION:**

It is the administrative recommendation that the governing board approve the written determination to renew the sole source status to Daktronics Incorporated for Fiscal Year 2015-2016.

#### **ENCLOSURES:**

Sole Source Vendor letter from Daktronics Inc.

 8/5/15  
Administrative Approval Date

Board Member Approval Date

# DAKTRONICS

201 Daktronics Drive, PO Box 5128  
Brookings, SD 57006-5128

tel 877-605-1115 605-697-4400  
fax 605-697-4444

[www.daktronics.com](http://www.daktronics.com)

July 21, 2015

Nogales High School  
1905 N Apache Blvd  
Nogales, AZ 85621

Attn: Nidia Contreras

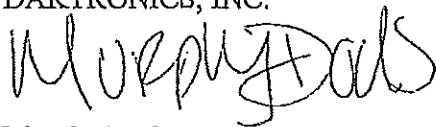
This letter will confirm that the technology and parts in the Daktronics equipment used by Nogales High School are proprietary in nature to Daktronics, Inc. and cannot be purchased from any other manufacturer.

Daktronics, Inc. is the sole source provider of parts, technology and service for Daktronics manufactured equipment.

If you have any questions, please feel free to contact me at 877-605-1115.

Thank you.

Regards,  
DAKTRONICS, INC.



Murphy Dods  
Regional Account Service Manager



**NOGALES UNIFIED SCHOOL DISTRICT #1**  
**PERSONNEL AGENDA ITEM SUMMARY**  
**August 10, 2015**

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CONSENT ITEM: Personnel Agenda Summary  
 SUBMITTED BY: Mayra Zuniga, Human Resources Director  
 DATED: August 2015

**1. Certified Employee for School Year 2015-2016**

- a) Ravi Dutt, Teacher at Nogales High School\*\*
- b) Chaitanya Mekala, Teacher at Nogales High School\*\*
- c) Ravichandra Subramanyam, Teacher at Nogales High School\*\*

**2. Classified Employee for School Year 2015-2016**

- a) Cesar Valdez, Maintenance Worker I at Support Services Department

**3. Certified Employee – Declined Offer for School Year 2015-2016**

- a) Anna Rosas, Teacher at A.J. Mitchell Elementary School

**4. Classified Employee resignation for School Year 2015-2016**

- a) Tania Felix, Custodian at Coronado Elementary School
- b) Alma Ruiz, Special Education Aide at Lincoln Elementary School

**5. Reclassification of Employee**

- a) Rene Cañez, Jr. from Special Education Aide at Challenger to Special Education Aide at Nogales High School\*\*
- b) Javier Siqueiros from On-Call Custodian to Custodian at Coronado Elementary School\*\*
- c) Enrique Corrales from Maintenance Worker I to Maintenance Worker 2 at Support Services Department

**6. Resignation of Employee**

- a) Jonathan Velasco, Mariachi Assistant at Nogales High School

**7. Substitutes/On-Call Employees for School Year 2015-2016**

- a) Stephanie Jimenez, Substitute\*\*
- b) Lizette Tapia Arellano, Substitute\*\*
- c) Keith Zuniga, Substitute\*\*
- d) Andy Bachelier, On-Call\*\*

**8. Substitutes/On-Call resignation for School Year 2015-2016**

- a) John McNutt
- b) Sergio Gracia

**9. Volunteers for School Year 2015-2016**

	<b>School Site</b>	<b>Last Name</b>	<b>First Name</b>	<b>Parent/Non-Parent</b>	<b>Expiration Date</b>
a	NHS	Perez	Elena	Parent	May 2018
	* Non-Parent Volunteer with Fingerprint Clearance				



**NOGALES UNIFIED SCHOOL DISTRICT #1**  
**PERSONNEL AGENDA ITEM SUMMARY**  
**August 10, 2015**

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**RECOMMENDATION**

The administrative recommendation is to approve the personnel items as presented.

\* Recommendation is for the Governing Board to approve the personnel as presented, contingent upon satisfactory completion of administrative requirements, as determined by the Superintendent.

\*\* Recommended for ratification by the Governing Board.

\*\*\*Retired employee direct hire.

**NOGALES UNIFIED SCHOOL DISTRICT #1**  
**PERSONNEL AGENDA ITEM SUMMARY**  
**August 10, 2015**

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CONSENT ITEM: Addenda for School Year 2015-2016  
 SUBMITTED BY: Mayra Zuniga, Human Resources Director  
 DATED: August 2015

**BACKGROUND**

As additional addenda are needed, they are brought to the Governing Board for approval. Due to instructional needs and staffing changes, the following addenda are being requested for consideration and approval by the Governing Board.

Type	#	Amount	DAC	Description	Account
Addendum	2	\$4,800/year	Student Services	IEP Compliance K-12	220.200.1000.6155.502
Addendum	1	\$4,800/year	Student Services	District Lead Nurse	001.100.2130.6114.501
Addendum	1	\$4,800/year	DSMS	Extra Class Assignment Band	001.100.1000.6112.114
Addendum	1	\$200/hearing	Superintendent	Hearing Officer	001.100.2180.6122.501
Addendum	1	\$750/year	NHS	Technology Specialist	101.100.2210.6122.210
Addendum	1	\$5,000/year	School Improvement	AOI Coordinator*	001.100.1000.6122.501

\*Arizona Online Instruction Coordinator

**RECOMMENDATION**

It is the administrative recommendation that the addenda be approved based on operational and instructional needs. The requests have been reviewed by the Superintendent and Finance Director, and it has been determined that there is available funding to support these request.

The administrative recommendation is to approve the additional addenda as presented.

**NOGALES UNIFIED SCHOOL DISTRICT #1  
PERSONNEL AGENDA ITEM SUMMARY  
August 10, 2015**

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CONSENT ITEM: Revision of Standard Operating Procedure – Addendum Schedule and Processing  
SUBMITTED BY: Mayra Zuniga, Human Resources Director  
DATED: August 2015

**BACKGROUND:**

Attached for your review and consideration is a revised SOP for addendum schedule and processing.

The revisions made are “marked” on the document for easy recognition. The revisions requested clearly reflect our current practices with the addendum schedule and procedures.

**RECOMMENDATION:**

The administrative recommendation is to approve the revision of the Standard Operating Procedure for the Addendum Schedule and Processing as presented.

**ATTACHMENT:**

Standard Operating Procedure – Addendum Schedule and Processing, Revised August 10, 2015

**NOGALES UNIFIED SCHOOL DISTRICT #1  
STANDARD OPERATING PROCEDURE  
ADDENDUM SCHEDULE AND PROCESSING**

**OVERVIEW:**

The procedures noted below will be followed to request, initiate and process the Addendum Schedule approved by the Governing Board. (Addenda are defined as Supplemental Pay in the VISIONS Position & PAR System).

**PROCEDURE:**

1. The Addendum Schedule will be evaluated each year based on the district's financial position and program needs. The Addendum Schedule will be funded via the Maintenance & Operations (M&O) and non-M&O budgets.
2. The Finance Director will send Administrators the Addendum Schedule included in the Proposed Budget. Administrators are to review the addendum schedule and payment dates and route any corrections to the Finance Director by the established deadline. There will only be 4 designated payroll cycles primarily designated for processing addenda in a separate lump sum payment – P-7.2, P-13.2, P-19.2 and P-23.2. Other pay cycles may be used as deemed appropriate for the work being performed and business needs.
3. The addendum schedule will be included in the Adopted Budget for final approval by the Governing Board. Once the Addendum Schedule is approved, the schedule will be imported into the Position & PAR system.
4. The Administrator is responsible for assigning the addendum based on the individual site's needs and the qualifications and proper certification of the applicants for specific duties.
5. The Site will assign the designated addenda to the employee via the Position & PAR system and print the PAR. **THE ADDENDA MUST BE ASSIGNED AND APPROVED PRIOR TO COMMENCEMENT OF WORK.** The Administrator will obtain the employee's signature on the PAR as an agreement to perform the additional duties required by the addendum for the specified amount. The Administrator signs and routes the PAR to the Human Resources Department for processing. **ORIGINALS ONLY-NO FAXES OR COPIES WILL BE ACCEPTED.**
6. When the PAR is received into the Human Resources office, it will be date stamped. The Human Resources Director will validate that the assignment is on the addendum schedule.
7. Human Resources will route the designated addendum to the Business Office who will assign the addendum in the Position & PAR system. After assigning the addendum to the designated individual, the addendum will be routed to Payroll for payment processing.
8. The Payroll Department will process the addendum for payment as noted on the PAR form.
9. Addenda received by the established deadline will be processed on the payroll noted on the PAR form. Addenda received after the established deadline will be processed on the next designated lump sum payroll (see Step 1).
10. In the event that a change and/or deletion need to be made to a specific addendum on the approved Addendum Schedule, the Administrator must submit this request via the Position & PAR system as an "Addendum Change Request PAR". If approved, the change and/or deletion will be updated on the Position & PAR System.
11. Additional addenda needed during the year, such as those generated from grants or other outside funding sources must be requested via the district's Position & PAR system using the following process:
  - a) Site Administrator requests additional addenda via the Position & PAR system using the "Supplemental Pay Request". Addenda added during the year will be paid only on a designated lump sum payroll (see Step 1).
  - b) The "Supplemental Pay Request" PAR is reviewed by the appropriate personnel (funding, program needs, amount, etc).
  - c) The Human Resources Director submits the Additional Addenda Schedule for Governing Board approval.
  - d) Once approved, the Human Resources Director sends the Additional Addenda Schedule to the Finance Director for import into the Position & PAR system.
  - e) The process continues starting from Step 4.

Date Written:

July 14, 2003

Date Updated:

~~June 29, 2011~~ August 10, 2015

## NOGALES UNIFIED SCHOOL DISTRICT NO. ONE

### AGENDA ITEM SUMMARY

**ACTION ITEM:** \_\_\_\_\_ **APPROVED:** 8/ /15

Discussion and Possible Action with respect to Official Delegate and Alternate Delegate for the Arizona School Boards Association Delegate Assembly

**PRESENTER:** Fernando Parra, Superintendent  **SUBMITTED:** 8/6/15

#### **BACKGROUND:**

As member of the Arizona School Boards Association (ASBA) the Governing Board may designate a delegate and an alternate to vote at the Delegate Assemblies. A delegate assembly will take place during the upcoming Law Conference and it's scheduled to take place on September 12, 2015. If the Board has not taken prior action, it would be appropriate to approve a delegate and alternate. These individuals should be members who typically attend ASBA functions.

#### **RECOMMENDATION:**

The administrative recommendation is that a Delegate and an Alternate Delegate be designated and approved.

#### **ENCLOSURES:**

ASBA Delegate Assembly Special Notice/Official Delegate Form

## ASBA Delegate Assembly Special Notice

In accordance with the provisions of Article IV, Section 2(a) of the association bylaws, a governing board that is an active member of the association shall be deemed to be present at a membership meeting if one or more members of such governing board are in attendance. On each matter presented to the membership for vote, each governing board that is an active member shall be entitled to one vote, provided such governing board of a school district has paid dues as established and assessed as in Section 3(a) hereafter. The right to the floor for the purpose of discussion shall, however, be open to any and all members of a governing board that is an active member.

### Section 3 Dues of membership

(a) Active – The dues of each school district shall be as established by the association at its annual membership meeting or as established by the law.

## Event Registration Is Also Required

All delegates must also register for the ASBA Delegate Assembly. The registration fee for this year's Delegate Assembly is \$55/person. Registration begins online on July 6, 2015, and must be completed no later than August 28, 2015. Register Now.

## ASBA Official Delegate Form 2015

To ensure an orderly process with which to conduct the meeting of the ASBA Delegate Assembly on Saturday, Sept. 12, 2015, please send us the names of the delegate and alternate who will represent your board at the meeting.

- Your Name\*

First  Last

- Your Email\*

Enter Email

Confirm Email

- Name of Delegate

First  Last

- Name of Alternate Delegate

First  Last

- School District

- County

- Are you a first-time delegate?

☐ ☐ Yes  
☐ ☐ No

# **NOGALES UNIFIED SCHOOL DISTRICT NO. ONE**

## **AGENDA ITEM SUMMARY**

**INFORMATION AND DISCUSSION ITEM:** JTED PROGRAM UPDATE

**APPROVED:** / /15

**PRESENTER:** Irma Fontes - CTE Director/NUSD Administration

**SUBMITTED:** 7/17/15

### **BACKGROUND:**

JTED Funding Information

### **RECOMMENDATION:**

For information and discussion only

### **ENCLOSURES:**

Copies of presentation



# JTED UPDATE

## **AZ LEGISLATURE UPDATE?**

**-CONVENED JANUARY 12, 2015 -ADJOURNED APRIL 3, 2015**

## **WHAT FUNDING WOULD JTED BRING?**

## **CTE PROGRAM NEEDS?**

**CHAPTER 15**  
**AZ SENATE BILL 1476**  
**APPROVED BY THE GOVERNOR MARCH 12, 2015**

**Bill Title: K-12 Education; budget reconciliation 2015-2016 Passed 03-12-2015**

U. Beginning in fiscal year 2016-2017, base support level funding that a school district or charter school receives for a pupil who is enrolled in both a school district or charter school and a joint technical education district satellite campus program shall be funded at ninety-two and one-half percent of the base support level funding that the school district or charter school would otherwise receive for that pupil.

V. Beginning in fiscal year 2016-2017, base support level funding that a joint technical education district receives for a pupil who is enrolled in both a school district or charter school and a joint technical education district shall be funded at ninety-two and one-half percent of the base support level funding that the joint technical education district would otherwise receive for that pupil.

W. A school district may not prohibit or discourage students who are enrolled in that school district from attending courses offered by a joint technical education district.

X. Notwithstanding subsection D, paragraph 7 of this section, a school district or charter school that experiences a reduction in its base support level funding pursuant to subsection U of this section may use a portion of joint technical education district monies that it receives pursuant to this section in order to offset the loss of regular education funding that it experiences pursuant to subsection U of this section. The amount of joint technical education monies that the school district or charter school may use to offset the loss of funding that it experiences pursuant to subsection U of this section may not exceed the reduction in base support level funding that it experiences pursuant to subsection U of this section

# **JTED FUNDING \$\$\$\$**

**Nogales Unified School District funding projection;**

**\$719.00 per student funding.**

**\$60,000.00 NUSD estimated assessed tax funding**

**TOTAL CTE JTED funding for the Nogales Unified  
School District would be an estimate of;**

**\$432,119.00**

**(currently 601 unduplicated students)**

# **BASED ON AZ SENATE BILL 1476**

ANY REDUCTION OF M&O FUNDING MAY BE RECOVERED BY JTED  
MONEY NOT TO EXCEED THE REDUCTION IN BASE SUPPORT  
LEVEL FUNDING.

**7.5%**

**M&O WILL NOT BE AFFECTED BY JOINING A JTED**

# **NUSD M&O PROJECTED REDUCTION OF FUNDING PER STUDENT**

## **SCHOOL YEAR 2016-2017 IS:**

**\$3,524.56 per student x .075**

**(reduction of M&O for a JTED student)=\$264.34**

**601 current CTE students x \$264.34=  
\$158,868.34**

**ELIGIBLE FUNDING FOR CTE JTED ENHANCMENTS**

(BASED ON CURRENT CTE UNDUPLICATED ENROLLMENT OF 601 STUDENTS)

**JTED ALLOCATION                      \$719.00 X 601 = \$432,119.00**

**M&O REPLACEMENT MONEY      \$264.34 X 601 = -\$158,868.34**

**\$273,250.66**

**AVAILABLE FOR NUSD CTE JTED  
ENHANCMENTS**

## JTED FUNDING

JTED funding will purchase based on needs of the current programs we have at Nogales Unified School District. The current programs are:

- Automotive
- Business Management (BMAS)
- Cabinet Making
- Culinary Arts
- Early Childhood Education
- Fashion Design and Merchandising
- Graphic/Web Design
- Network Technologies
  - computer maintenance
- Nursing Services

Each individual program has standards that require materials and equipment to meet the requirements. In Additional, **WORK PLACE SKILLS** are integrated in these programs. The standards are found on the following web site under the Career and Technical Education link:

**[www.AZED.GOV](http://www.AZED.GOV)**



## CTE PROGRAM UPGRADES BASED ON NEEDS:

Support for Career & Technical Student Organization (CTSO) for FBLA-SKILLS US and FCCLA Officer and leadership training and competition travel and registration fees opportunities for students.

### 1.CTE Culinary Art Program:

3 Commercial stoves with exhaust hoods with fire suppression systems-Walk in Refrigerator-Commercial dishwasher-Commercial garbage disposal-upgrades for conversion into a commercial kitchen.

### 2.CTE Automotive Technologies:

Covered garage-on outside area of the building for the students to work on cars. Build an Automotive Technology Classroom for program curriculum delivery to separate classroom done in the current car lab area. Pay NATEF certification for students and purchase related Automotive Lab equipment and upgrades. 3. Computer Maintenance: Upgrade work area for Computer repair, program certification software and Licenses.

### 4. Networking Technologies:

Purchase program Certification software and upgrade computer lab.

### 5.Cabinet Making:

Equipment upgrades: Commercial C.N.C router, upgrades wood lathes, remodeling the structure of the classroom to accommodate equipment required.

### 6.Early Childhood Education:

Upgrade Baby Simulators and offer industry certification and transportation to industry visits.

### 7. Fashion Design and Merchandising:

Equipment: Sewing machine repairs or replacements, Commercial Hemmer, Commercial straight stitcher machine, embroidery machines and design software.

8. Graphic/Web Design: Creative Cloud; illustrator, InDesign and Photoshop software and upgrade whole computer lab to include wide computer screens, 5 desktop scanners one for every 5 students, portable color guide studio and T-Shirt printing press upgrade.

9. Business Management and Administrative Services: Micro soft Office Assistant certification Licenses, virtual business simulations, Adobe Dreamweaver software, speakers one per student, Ergonomically correct posture chairs one per student, Laminator, printer upgrades, hand held digital device one for every 4 students, television one for each classroom and opportunities for industry visits.

10. Nursing Services: Upgrades as requirements arise at the AZ State Department of Nursing

**\* Committees of CTE program teacher, industry representatives, site administration and CTE Director will make recommendation of needs to upgrade the CTE JTED programs to industry standards.**

## **ADDITIONALLY JTED FUNDING CAN BE UTILIZED FOR THE FOLLOWING:**

**Santa Cruz Provisional College Credit**

**Academic Credits thru CTE (possible opportunities)**

**Industry Certification opportunities**

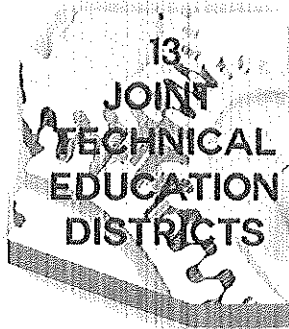
**State of the Art facilities w/ Specialized Equipment**

**Professional development opportunities for CTE teachers**

**Support Student organization (CTSO) for Leadership and officer trainings.**

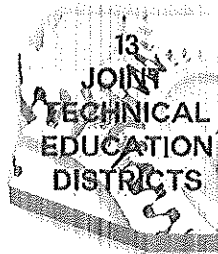
## Legislative Budget Cuts to Arizona's Career & Technical Education Programs

# 2011



**STATE AID**  
**\$92,437,170**

# 2015

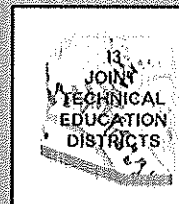


**STATE AID**  
**\$69,429,373**

# 2017



**-54%**



**ESTIMATED STATE AID**  
**\$43,076,776**

**PIMA COUNTY**  
**JTED**  
JOINT TECHNICAL  
EDUCATION DISTRICT

**STATE AID**  
**\$18,426,890**

**PIMA COUNTY**  
**JTED**  
JOINT TECHNICAL  
EDUCATION DISTRICT

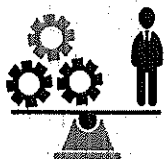
**STATE AID**  
**\$11,529,965**



**-63%**



**ESTIMATED STATE AID**  
**\$6,752,356**



In 2006, Pima County voters overwhelmingly passed Proposition 400 to provide additional funding to create the Pima County JTED. The district's purpose is to provide premier Career and Technical Education (CTE) programs to all high school age students. JTED's students gain the skills necessary to fill high-wage and high-demand jobs, thus allowing business and industry to thrive and develop our local economy. Approximately 12,000 students were enrolled in CTE programs when JTED was formed.



By 2008, approximately 17,500 students were enrolled in Pima County JTED's satellite and central campus programs, and in 2010 the number of students climbed to more than 22,000. In 2011, the Arizona State Legislature and Governor Jan Brewer cut \$30 million from JTED budgets by eliminating funding for freshman enrolled in CTE. This resulted in a 50% budget cut to the Pima County JTED, and student numbers plummeted back to the pre-JTED level.

The Pima County JTED serves approximately 16,000 students, more than 90,000 students are enrolled in JTED districts statewide. The budget cuts passed by the Legislature and Governor Doug Ducey will cut JTED budgets across the state 50%, decimating programs and resulting in fewer students gaining the skills necessary to successfully enter the workforce.

**NOGALES UNIFIED SCHOOL DISTRICT NO. ONE  
AGENDA ITEM SUMMARY**

**ITEM:**        Agenda Items  
                 Discussion of Healthy Student Project

**CONTACT:**    Angelina Canto, Asst. Supt. Curriculum & Instruction    DATE SUBMITTED: 8/6/15

**BACKGROUND:**

The purpose of this item is to present, for information and discussion only at this time, the Santa Cruz County Healthy Student Project. This informational presentation will provide an opportunity for the Governing Board and school community to learn about the goals, benefits, and evaluative measures associated with Healthy Students Project and the grant.

As will be explained, Santa Cruz County has obtained funding for this three year project. The goal of the project is to establish a school guidance program and services at the schools/districts who elect to participate in the project. If approved at a later date, the Nogales Unified School District (NUSD) would enter into an agreement with Santa Cruz County to conduct Healthy student activities at our six elementary schools. The district would also receive funding to employ three counselors who would work at the elementary schools in our district to provide the guidance counseling services and activities. These counselors would be assisted by a coordinator, hired by Santa Cruz County, who would assist in the implementation of the project in NUSD as well as other districts in the county who may choose to enter into a partnership as part of the grant.

Once the Board has had an opportunity to examine the project and make inquiries regarding the services/implementation, at a later date this item and an Intergovernmental Agreement may be brought back before the Governing Board for approval.

**ENCLOSURES:**

Healthy Student Project Overview

SANTA CRUZ COUNTY SCHOOL  
SUPERINTENDENT'S OFFICE  
Alfredo I. Velasquez, Superintendent  
The C-CREO Initiative's

Healthy Student Project  
provided by the  
through a three year grant from the  
US DEPARTMENT OF EDUCATION  
(June 2015-May 2018)

PROJECT OVERVIEW

AUG 10, 2015

# VISION

**All Santa Cruz County Schools  
will have a culture of universal  
achievement that results in a safe and  
supportive learning environment for  
ALL students.**

# Based on the following four principles

## A school guidance curriculum must:

- *Be developmentally appropriate sequence of lessons* and designed to be delivered to all students.
- *Include Intentional guidance* that provides more intensive services to individual students or groups of students who need extra support.
- *Support individual student planning* so students explore their personal goals and develop plans for the future.
- *Include responsive services* which can be initiated by the student or through recommendations from teachers, parents, guardians, or others.

# Accordingly

It is planned that the Santa Cruz County *Healthy Students Project* will:

- Be an integral part of the school environment that fosters a **holistic approach** aimed at developing healthy lifestyles. This includes facilitating School Health Advisory Committees to address the district's wellness policies.
- Adopt **Character Counts** or comparable program to build strong school climates and cultures.
- Adopt an **evidenced-based** program like *Positive Action* and *Stay on Track* for tier two level programming.
- **Train teachers** to identify risk indicators and incorporate instructional strategies and curriculum into daily lessons.
- Strengthen **student intervention teams** to monitor students and respond/act as student – situation requires.
- **Recruit** targeted students and schedule small groups to take part in programs that address the causes of and how to deal with disruptive behaviors
- Plan **instruction** to focus on self-esteem, decision-making, setting/monitoring goals, personal control, and interpersonal communication.
- Conduct both **small group and individual counseling**.
- Refer highly at-risk students to **mental health providers**.



# Finally,

*Healthy Students will:*

- Hire counselors and establish schedules for them to serve students and families at each school.

Three counselors to serve NUSD elementary schools

- Organize counseling services according to a four-tiered model of:

Universal, Targeted, Intensive, and Treatment Care.

# Health Students Project is to be Evaluated

Federal Grant Performance Results Act:

GPRA 1:

Close the gap between student/mental health **professional ratios** and the student/mental health professional ratios recommended by the statute.

GPRA 2:

The **average number of referrals** per grant site for disciplinary reasons in schools participating in the program will be reduced.

# Evaluation Continued

## Local Project Measures:

### Academic:

- Increase student achievement by 12%
- Participants will demonstrate a 7% improvement in promotion rates
- Absenteeism will be reduced annually by 10%
- 80% of the students will participate in academic support programs

### Career:

- Students will acquire the skills needed to explore and plan for career options.
- 100% of the students will participate in career awareness activities.

### Personal/Social:

- Significant decrease in behavior referrals .
- Annually, there will be a 10% improvement in the satisfactory completion of academic assignments
- 100% of referred parents and families will participate in counseling and/or family support activities.

### Climate and Attitude:

- 100% of the teachers will annually participate in six hours of training on the counseling curriculum
- Teachers will appropriately integrate lessons into their curricula
- The project evaluator will identify factors that better support & enhance PD, administrative leadership, and student achievement

## NOGALES UNIFIED SCHOOL DISTRICT NO. ONE

### AGENDA ITEM SUMMARY

**ITEM: Information & Discussion** **APPROVED:** / /15  
Shot Spotter Technology Presentation

**PRESENTER:** Alex Lopez *A.L.* **SUBMITTED:** 8/5/15  
Technology Director

#### **BACKGROUND:**

The Governing Board has requested information on Shot Spotter Technology. Mr. Alex Lopez, Technology Director, contacted SST to request information and pricing about their system and Charley Daly offered to be on site and do a presentation for the Governing Board. The cost assessment has been done for implementation at Nogales High School Campus. The presentation will cover how the system works, how it's implemented and the areas of coverage in the campus.

Charley Daly, Manage Global Security Business Development and his colleague Mr. Damaune Journey will be presenting the information to the Governing Board.

#### **RECOMMENDATION:**

This item is for the Governing Board's information and discussion only.

#### **ENCLOSURES:**

**NOGALES UNIFIED SCHOOL DISTRICT #1**  
**AGENDA ITEM SUMMARY**  
**August 10, 2015**

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**DISCUSSION ITEM:** Policy GCBA Professional Staff Salary Schedules  
**SUBMITTED BY:** Mayra Zuniga, Human Resources Director  
**DATED:** August, 2015

**BACKGROUND:** The Governing Board requested a review and discussion of Governing Board policy GCBA Professional Staff Salary Schedules related to the item of initial placement on salary schedule. This item was discussed at the June 8, 2015 Governing Board meeting and is presented for discussion and future direction to staff by the Governing Board.

A District Policy Revision Committee led by the Superintendent worked with Dr. Terry Rowles, Assistant Director of Policy Services with the Arizona School Boards Association, to review and revise the Manual of the Governing Board Policies and Administrative Regulations in the Spring/Summer of 2013. The policy changes were reviewed at a Study Session on Wednesday, June 5, 2013. In addition, a first reading of the policies was on June 10, 2013 Regular Board Meeting and final adoption was on July 8, 2013.

At that time, the Superintendent and Policy Committee suggested giving credit for internal, non-certificated staff for initial placement on the salary schedule for those internal employees who were transitioning from non-certificated to teacher. The proposal for the placement credit was as follows:

Initial Placement on Salary Schedule for Internal Non-Certificated Staff. New teachers, which have been employed by the district, with prior non-certificated/instructional service within the district, who have met academic and professional qualifications for Arizona State Department of Education certification will be given one year for every two years experience. New teachers, which have been employed by the district, with prior non-certificated/non-instructional service within the district, who have met academic and professional qualifications for Arizona State Department of Education certification will be given one year for every three years experience.

At that time, the issue of initial placement and salary compression was also discussed. The Governing Board reviewed the policy and voted not to include any credit for initial placement to internal employees transferring to teaching positions. They also voted to leave the policy as it was currently without any changes.

In order to provide the Governing Board with information concerning the history of this policy, I contacted a representative from the Arizona School Board Association (ASBA), and it was determined that the first policy that was found related to GCBA was for 1999 when NUSD gave credit for up to five (5) years of teaching experience for placement on Step 5. The policy then changed to ten years of service for placement on Step 11 (date of change unknown). Then the policy was later changed to 15 years of experience for placement on Step 16 on June 28, 2006, and has remained the same since that time.

**NOGALES UNIFIED SCHOOL DISTRICT #1**  
**AGENDA ITEM SUMMARY**  
**August 10, 2015**

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In researching other school districts in AZ, their policies for initial placement are as follows:

TUSD	Model policy without years
Vail	5 yrs in the same or related subject, in the last 15 years
Sahuarita	5 years experience/Step 6
Sierra Vista	8 years experience/Step 9
Marana	6 years experience maximum
Tanque Verde	10 years max
Sunnyside	10 years/Step 11
SCVSD#35	10 years experience ceiling
Douglas	5 years experience/Step 6
Amphi	10 years experience/Step H
Baboquivari	5 years experience/Step 6

Our current policy is more favorable than the districts mentioned above and currently serves as a helpful recruitment tool.

**ENCLOSURES:**

NUSD Current Policy GCBA  
ASBA Model Policy GCBA

**NOGALES UNIFIED SCHOOL DISTRICT #1**  
**AGENDA ITEM SUMMARY**  
**August 10, 2015**

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**DISCUSSION ITEM:** Administrative Audit Report  
**SUBMITTED BY:** Mayra Zuniga, Human Resources Director  
**DATED:** August 2015

**BACKGROUND:** As requested by the Governing Board last school year, the Human Resources Director has conducted an administrative audit of all current administrative positions at Nogales Unified School District. As had been requested, legal counsel provided the audit template used.

The administrative positions that were included in the audit are the following:

Assistant Superintendent, Elementary Principal, Assistant Middle School Principal, Middle School Principal, High School Principal, Assistant High School Principal, Athletic Coordinator, Finance Director, Human Resources Director, Support Services Director, Student Services Director, School Improvement Director, Supervisor Language Acquisition, Technology Director, and Grants Director

The audit intended to compare administrative positions with comparable school districts in Arizona which are categorized like Nogales Unified School District #1 as Medium to Large, Rural Districts (pursuant to the Arizona Office of the Auditor General). These districts include: Chinle Unified School District, Santa Cruz Valley Unified School District, Maricopa Unified School District, Sahuarita Unified School District, Florence Unified School District, and J.O. Combs Unified School District. Two districts that were provided a request to participate but did not respond were: Florence Unified School District, J.O. Combs Unified School District; the limited information which was incorporated into the audit was from the ASBA Certified and Administrative Personnel Salary and Benefits Information Survey of April 2015.

The information collected for the administrative audit is provided on the attached spreadsheets for your review.

**ENCLOSURES:**

Arizona School District Spending – Fiscal Year 2014 Reports  
Job Audit Spreadsheet

# Nogales Unified School District

Santa Cruz County

Efficiency peer groups 4 and T-6, Achievement peer group 7

Legislative district(s): 2

District size, location:

Medium-large, Town

Students attending:

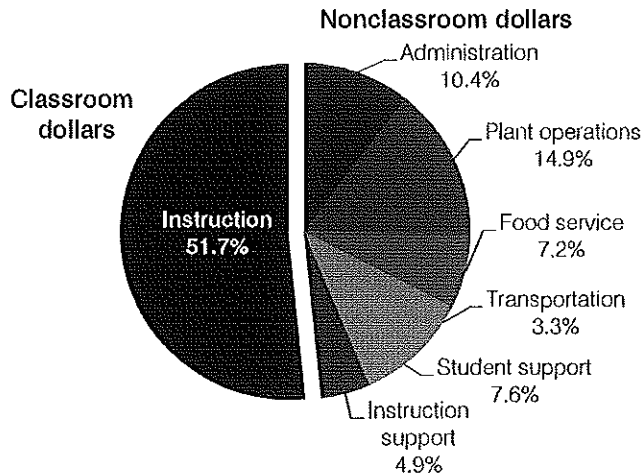
5,688

Number of schools:

10

## OPERATIONAL EFFICIENCY

### Spending by operational area



### 5-year spending trend (2009 through 2014)

Total spending per pupil decreased by 11 percent. Spending in the classroom decreased from 52.7 to 51.7 percent. Overall, spending on plant operations and transportation increased and spending on administration and food service increased slightly. Spending on student support decreased substantially and spending on instruction support decreased.

### Cost measures relative to peer averages

Operational area	Measure	District	Peer average	State average
Administration	Cost per pupil	\$709	\$789	\$757
	Students per administrator	63	67	68
Plant operations	Cost per square foot	\$7.04	\$5.46	\$6.04
	Square footage per student	139	188	153
Food service	Cost per meal equivalent	\$2.87	\$2.76	\$2.69
Transportation	Cost per mile	\$4.02	\$3.73	\$3.62
	Cost per rider	\$2.35	\$512	\$1,036
		Very low	Low	Comparable

### Per pupil spending by operational area

	District		Peer average	State average	National average
	2013	2014	2014	2014	2012
Total	\$6,969	\$6,858	\$7,573	\$7,578	\$10,667
Classroom dollars	3,576	3,549	3,914	4,073	6,495
Nonclassroom dollars:	3,393	3,309	3,659	3,505	4,172
Administration	761	709	789	757	1,160
Plant operations	1,013	1,021	1,009	923	1,008
Food service	556	496	386	405	429
Transportation	137	228	406	373	464
Student support	566	523	607	600	594
Instruction support	360	332	462	447	517

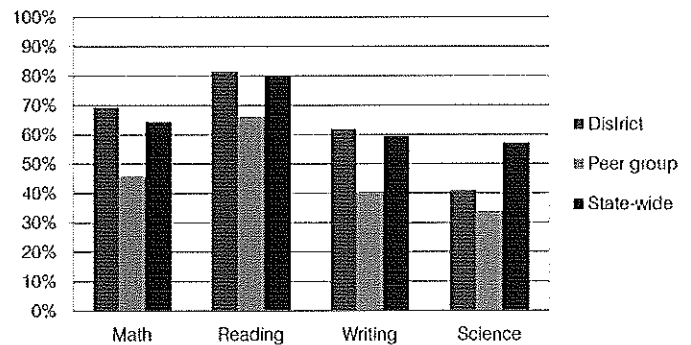
## STUDENT ACHIEVEMENT, TEACHER MEASURES, AND FINANCIAL ASSESSMENT

### ADE-reported district and school letter grades

District grade: **A**

Grade	Number of schools	Percentage of schools
A	2	20%
B	4	40%
C	1	10%
D	1	10%
F	0	0%
Not rated	2	20%

### Students who met state standards (AIMS)



### Student and teacher measures

Measure	District	Peer average	State average
Attendance rate	94%	93%	95%
Graduation rate (2013)	86%	73%	75%
Poverty rate (2013)	39%	45%	24%
Students per teacher	18.2	15.2	18.6
Average teacher salary	\$42,175	\$43,616	\$46,026
Amount from Proposition 301	\$3,497	\$4,111	\$4,810
Average years of teacher experience	14.5	12.2	10.9
Percentage of teachers in first 3 years	14%	18%	20%

### Financial stress assessment

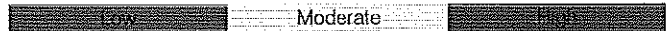
Overall financial stress level: **Low**

Measure: 2012 through 2014

Assessment

Change in number of district students	Steady
Spending exceeded operating/capital budgets	No cash spending
Spending increase election results	Voter approved
Operating reserve percentage (max. 4%), trend	3.6% Decreasing
Years of capital reserve held	1 to 3 years
Current financial and internal control status	Compliant

Stress level





# Maricopa Unified School District

Pinal County

Efficiency peer groups 4 and T-6, Achievement peer group 4

Legislative district(s): 11

District size, location:

Medium-large, Rural

Students attending:

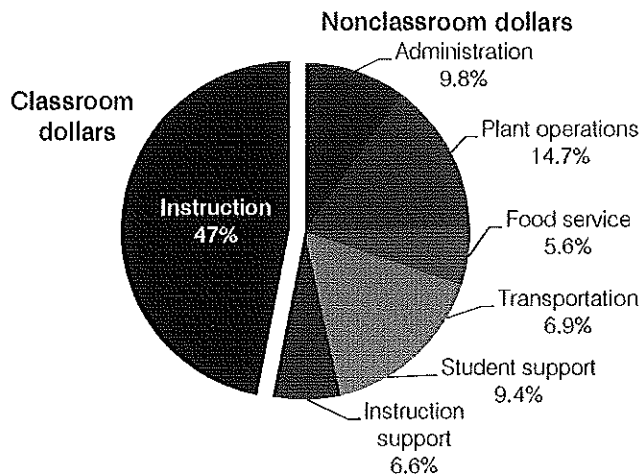
5,569

Number of schools:

9

## OPERATIONAL EFFICIENCY

### Spending by operational area



### 5-year spending trend (2009 through 2014)

Total spending per pupil decreased by 7 percent. Spending in the classroom decreased from 52.3 to 47 percent. Overall, spending on plant operations, transportation, and instruction support increased and spending on food service increased slightly. Spending on administration varied year to year, while spending on student support remained fairly stable.

### Cost measures relative to peer averages

Operational area	Measure	District	Peer average	State average
Administration	Cost per pupil	\$683	\$789	\$757
	Students per administrator	78	67	68
Plant operations	Cost per square foot	\$5.31	\$5.46	\$6.04
	Square footage per student	163	188	153
Food service	Cost per meal equivalent	\$2.54	\$2.76	\$2.69
Transportation	Cost per mile	\$3.52	\$3.73	\$3.62
	Cost per rider	\$5.12	\$512	\$1,036
Very low	Low	Comparable	High	Very high

### Per pupil spending by operational area

	District		Peer average	State average	National average
	2013	2014	2014	2014	2012
Total	\$6,682	\$6,988	\$7,573	\$7,578	\$10,667
Classroom dollars	3,166	3,286	3,914	4,073	6,495
Nonclassroom dollars:	3,616	3,702	3,659	3,505	4,172
Administration	716	683	789	757	1,160
Plant operations	894	1,023	1,009	923	1,008
Food service	357	389	386	405	429
Transportation	427	485	406	373	464
Student support	679	658	607	600	594
Instruction support	443	464	462	447	517

## STUDENT ACHIEVEMENT, TEACHER MEASURES, AND FINANCIAL ASSESSMENT

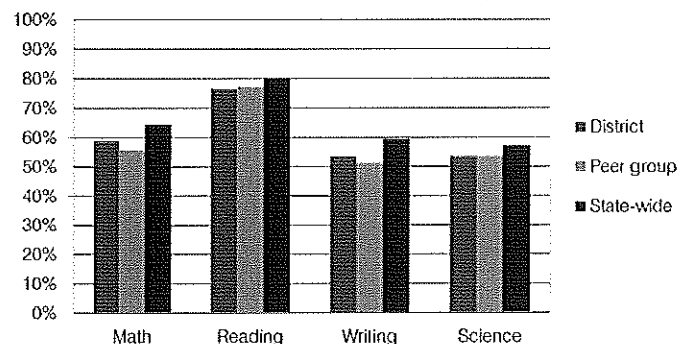
### ADE-reported district and school letter grades

District grade:

B

Grade	Number of schools	Percentage of schools
A	1	12%
B	4	44%
C	4	44%
D	0	0%
F	0	0%
Not rated	0	0%

### Students who met state standards (AIMS)



### Student and teacher measures

Measure	District	Peer average	State average
Attendance rate	93%	94%	95%
Graduation rate (2013)	72%	86%	75%
Poverty rate (2013)	14%	15%	24%
Students per teacher	19.6	16.1	18.6
Average teacher salary	\$41,175	\$41,932	\$46,026
Amount from Proposition 301	\$4,288	\$4,526	\$4,810
Average years of teacher experience	7.3	10.2	10.9
Percentage of teachers in first 3 years	26%	21%	20%

### Financial stress assessment

Overall financial stress level: **Moderate**

Measure: 2012 through 2014

Assessment

Change in number of district students	Increase
Spending exceeded operating/capital budgets	No over-spending
Spending increase election results	Not significant
Operating reserve percentage (max. 4%), trend	Decreasing
Years of capital reserve held	1 to 3 years
Current financial and internal control status	Marginally compliant

Stress level



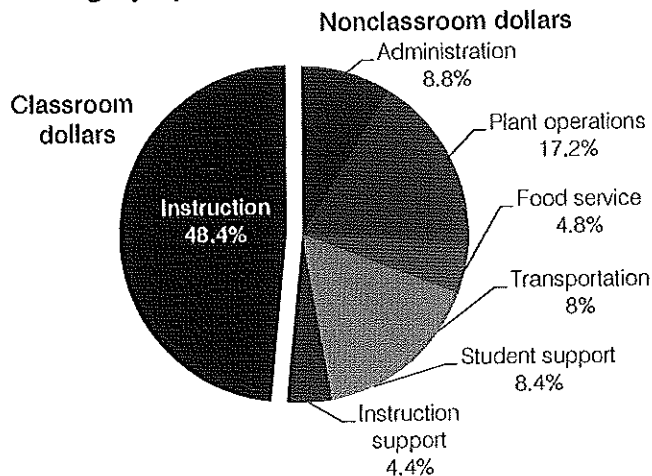
# Chinle Unified School District

Apache County  
Efficiency peer groups 4 and T-9, Achievement peer group 7  
Legislative district(s): 7

District size, location: Medium-large, Rural  
Students attending: 3,374  
Number of schools: 7

## OPERATIONAL EFFICIENCY

### Spending by operational area



### 5-year spending trend (2009 through 2014)

Total spending per pupil increased by 10 percent. Spending in the classroom varied year to year, decreasing overall from 49.4 to 48.4 percent. Spending on plant operations increased substantially and spending on food service and instruction support increased. Spending on student support decreased substantially.

### Cost measures relative to peer averages

Operational area	Measure	District	Peer average	State average
Administration	Cost per pupil		\$789	\$757
	Students per administrator	57	67	68
Plant operations	Cost per square foot		\$5.46	\$6.04
	Square footage per student		188	153
Food service	Cost per meal equivalent	\$2.75	\$2.76	\$2.69
	Cost per mile		\$2.32	\$3.62
Transportation	Cost per rider		\$981	\$1,036

Very low Low Comparable High Very high

### Per pupil spending by operational area

	District		Peer average	State average	National average
	2013	2014	2014	2014	2012
Total	\$12,820	\$13,357	\$7,573	\$7,678	\$10,667
Classroom dollars	6,204	6,459	3,914	4,073	6,495
Nonclassroom dollars:	8,616	6,898	3,659	3,505	4,172
Administration	1,235	1,177	789	757	1,160
Plant operations	2,026	2,302	1,009	923	1,008
Food service	609	643	386	405	429
Transportation	1,043	1,064	406	373	464
Student support	1,143	1,127	607	600	594
Instruction support	560	585	462	447	517

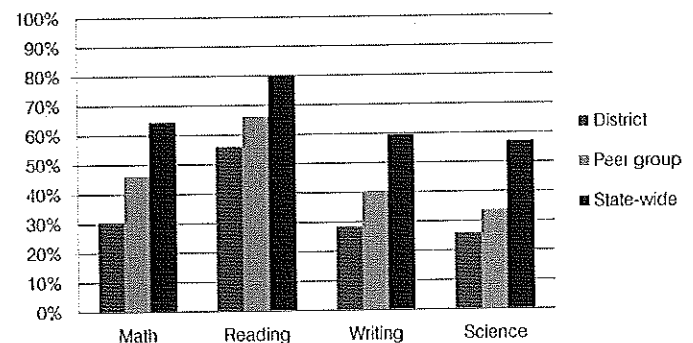
## STUDENT ACHIEVEMENT, TEACHER MEASURES, AND FINANCIAL ASSESSMENT

### ADE-reported district and school letter grades

District grade: **D**

Grade	Number of schools	Percentage of schools
A	0	0%
B	0	0%
C	2	29%
D	3	42%
F	2	29%
Not rated	0	0%

### Students who met state standards (AIMS)



### Student and teacher measures

Measure	District	Peer average	State average
Attendance rate	93%	93%	95%
Graduation rate (2013)	56%	73%	75%
Poverty rate (2013)	49%	45%	24%
Students per teacher	15.1	15.2	18.6
Average teacher salary	\$58,259	\$43,616	\$46,026
Amount from Proposition 301	\$1,259	\$4,111	\$4,810
Average years of teacher experience	13.3	12.2	10.9
Percentage of teachers in first 3 years	5%	18%	20%

### Financial stress assessment

Overall financial stress level: **Low**

Measure: 2012 through 2014	Assessment
Change in number of district students	Moderate decrease
Spending exceeded operating/capital budgets	No clear spending
Spending increase election results	No election held
Operating reserve percentage (max. 4%), trend	3.9% Decreasing
Years of capital reserve held	More than 8 years
Current financial and internal control status	Marginally compliant

Stress level
Low Moderate High

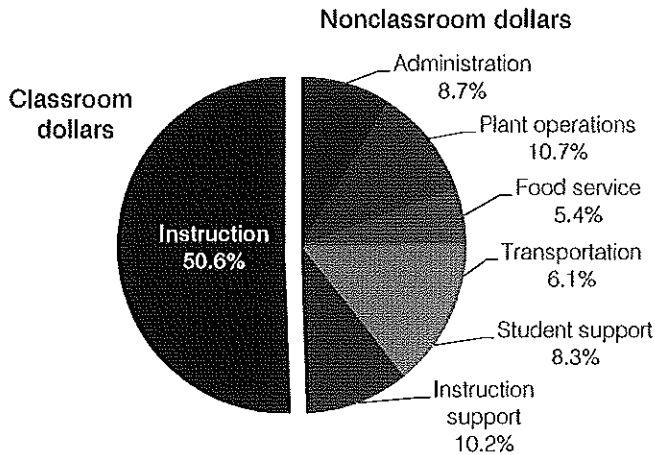
# Santa Cruz Valley Unified School District

Santa Cruz County  
 Efficiency peer groups 4 and T-7, Achievement peer group 5  
 Legislative district(s): 2

District size, location: Medium-large, Rural  
 Students attending: 3,195  
 Number of schools: 6

## OPERATIONAL EFFICIENCY

### Spending by operational area



### 5-year spending trend (2009 through 2014)

Total spending per pupil increased by 11 percent. Spending in the classroom was very inconsistent year to year, decreasing overall from 55.5 to 50.6 percent. Overall, spending on student support and instruction support increased substantially and spending on plant operations increased. Spending on food service and transportation decreased.

### Cost measures relative to peer averages

Operational area	Measure	District	Peer average	State average
Administration	Cost per pupil	\$553	\$789	\$757
	Students per administrator	59	67	68
Plant operations	Cost per square foot	\$5.20	\$5.46	\$6.04
	Square footage per student	153	188	153
Food service	Cost per meal equivalent	\$2.44	\$2.76	\$2.69
Transportation	Cost per mile	\$3.10	\$3.45	\$3.62
	Cost per rider	\$778	\$832	\$1,036
Very low	Low	Comparable	High	Very high

### Per pupil spending by operational area

	District		Peer average	State average	National average
	2013	2014	2014	2014	2012
Total	\$7,305	\$7,697	\$7,573	\$7,678	\$10,667
Classroom dollars	3,555	3,848	3,914	4,073	6,495
Nonclassroom dollars:	3,750	3,749	3,659	3,605	4,172
Administration	675	659	789	757	1,160
Plant operations	831	809	1,009	923	1,008
Food service	460	409	386	405	429
Transportation	435	462	406	373	464
Student support	575	634	607	600	594
Instruction support	774	776	462	447	517

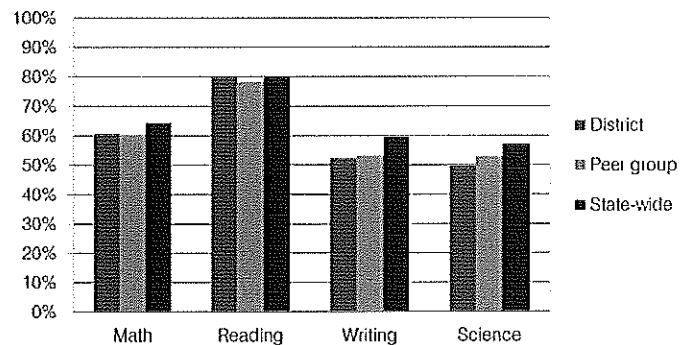
## STUDENT ACHIEVEMENT, TEACHER MEASURES, AND FINANCIAL ASSESSMENT

### ADE-reported district and school letter grades

District grade: **B**

Grade	Number of schools	Percentage of schools
A	1	17%
B	3	50%
C	2	33%
D	0	0%
F	0	0%
Not rated	0	0%

### Students who met state standards (AIMS)



### Student and teacher measures

Measure	District	Peer average	State average
Attendance rate	95%	94%	95%
Graduation rate (2013)	80%	80%	75%
Poverty rate (2013)	25%	24%	24%
Students per teacher	18.7	17.3	18.6
Average teacher salary	\$44,476	\$42,872	\$46,026
Amount from Proposition 301	\$4,908	\$5,022	\$4,810
Average years of teacher experience	8.6	12.1	10.9
Percentage of teachers in first 3 years	31%	19%	20%

### Financial stress assessment

Overall financial stress level: **Low**

Measure: 2012 through 2014

Measure	Assessment
Change in number of district students	Steady
Spending exceeded operating/capital budgets	No overspending
Spending increase election results	No election held
Operating reserve percentage (max. 4%), trend	3.6% decreasing
Years of capital reserve held	More than 3 years
Current financial and internal control status	Compliant

Stress level

Low	Moderate	High
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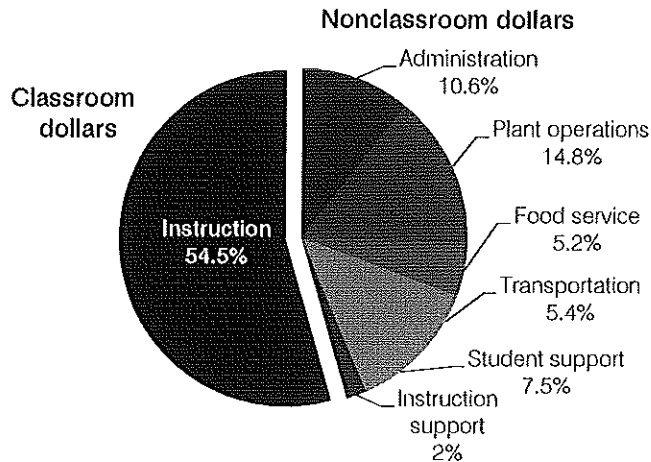
# Sahuarita Unified School District

Pima County  
Efficiency peer groups 4 and T-7, Achievement peer group 4  
Legislative district(s): 2 and 14

District size, location: Medium-large, Rural  
Students attending: 5,489  
Number of schools: 8

## OPERATIONAL EFFICIENCY

### Spending by operational area



### 5-year spending trend (2009 through 2014)

Total spending per pupil decreased by 4 percent. Spending in the classroom was very inconsistent year to year, decreasing overall from 57.7 to 54.5 percent. Overall, spending on administration and plant operations increased and spending on transportation and student support increased slightly, while spending on food service decreased slightly.

### Cost measures relative to peer averages

Operational area	Measure	District	Peer average	State average
Administration	Cost per pupil	\$692	\$789	\$757
	Students per administrator	63	67	68
Plant operations	Cost per square foot	\$7.54	\$5.46	\$6.04
	Square footage per student	135	188	153
Food service	Cost per meal equivalent	\$2.48	\$2.76	\$2.69
Transportation	Cost per mile	\$3.01	\$3.45	\$3.62
	Cost per rider	\$836	\$832	\$1,036
Overall		Low	Comparable	High

### Per pupil spending by operational area

	District		Peer average	State average	National average
	2013	2014	2014	2014	2012
Total	\$6,405	\$6,517	\$7,573	\$7,578	\$10,667
Classroom dollars	3,409	3,553	3,914	4,073	6,495
Nonclassroom dollars:	2,996	2,964	3,659	3,505	4,172
Administration	712	692	789	757	1,160
Plant operations	989	967	1,009	923	1,008
Food service	342	338	386	405	429
Transportation	359	352	406	373	464
Student support	474	487	607	600	594
Instruction support	120	128	462	447	517

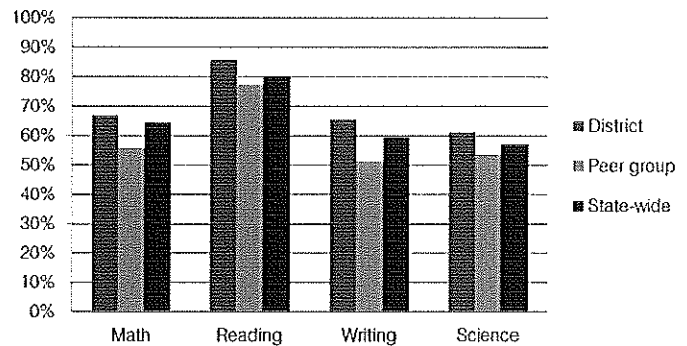
## STUDENT ACHIEVEMENT, TEACHER MEASURES, AND FINANCIAL ASSESSMENT

### ADE-reported district and school letter grades

District grade: **B**

Grade	Number of schools	Percentage of schools
A	3	37%
B	3	37%
C	1	13%
D	1	13%
F	0	0%
Not rated	0	0%

### Students who met state standards (AIMS)



### Student and teacher measures

Measure	District	Peer average	State average
Attendance rate	95%	94%	95%
Graduation rate (2013)	81%	86%	75%
Poverty rate (2013)	12%	15%	24%
Students per teacher	17.5	16.1	18.6
Average teacher salary	\$38,151	\$41,932	\$46,026
Amount from Proposition 301	\$4,673	\$4,526	\$4,810
Average years of teacher experience	8.6	10.2	10.9
Percentage of teachers in first 3 years	31%	21%	20%

### Financial stress assessment

Overall financial stress level: **Low**

Measure: 2012 through 2014

Measure	Assessment
Change in number of district students	Increase
Spending exceeded operating/capital budgets	No overspending
Spending increase election results	Mixed election results
Operating reserve percentage (max. 4%), trend	4.6% Steady
Years of capital reserve held	More than 3 years
Current financial and internal control status	Compliant

Stress level

Low	Moderate	High
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# J.O. Combs Unified School District

Pinal County

Efficiency peer groups 4 and T-7, Achievement peer group 5

Legislative district(s): 8 and 16

District size, location:

Medium-large, Rural

Students attending:

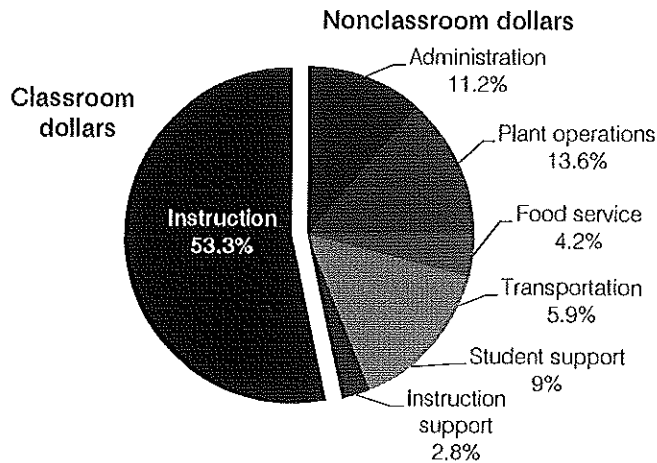
4,302

Number of schools:

7

## OPERATIONAL EFFICIENCY

### Spending by operational area



### 5-year spending trend (2009 through 2014)

Total spending per pupil decreased by 8 percent. Spending in the classroom was very inconsistent year to year, decreasing overall from 55.3 to 53.3 percent. Overall, spending on plant operations and student support increased substantially, while spending on instruction support decreased substantially and spending on administration decreased slightly.

### Cost measures relative to peer averages

Operational area	Measure	District	Peer average	State average
Administration	Cost per pupil	\$680	\$789	\$757
	Students per administrator	74	67	68
Plant operations	Cost per square foot	\$5.43	\$5.46	\$6.04
	Square footage per student	152	188	153
Food service	Cost per meal equivalent	\$2.35	\$2.76	\$2.69
Transportation	Cost per mile	\$3.01	\$3.45	\$3.62
	Cost per rider	\$849	\$832	\$1,036
		Very low	Low	Comparable

### Per pupil spending by operational area

	District		Peer average	State average	National average
	2013	2014	2014	2014	2012
Total	\$6,041	\$6,072	\$7,573	\$7,578	\$10,867
Classroom dollars	3,216	3,239	3,914	4,073	8,495
Nonclassroom dollars:	2,825	2,833	3,659	3,505	4,172
Administration	676	680	789	757	1,160
Plant operations	813	825	1,009	923	1,008
Food service	256	252	386	405	429
Transportation	344	356	406	373	464
Student support	550	546	607	600	594
Instruction support	186	174	462	447	517

## STUDENT ACHIEVEMENT, TEACHER MEASURES, AND FINANCIAL ASSESSMENT

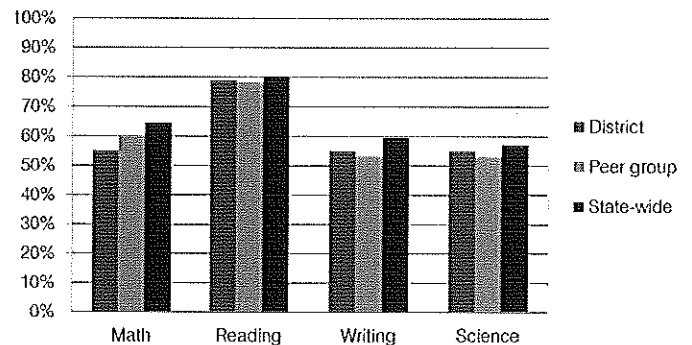
### ADE-reported district and school letter grades

District grade:

B

Grade	Number of schools	Percentage of schools
A	0	0%
B	3	43%
C	3	43%
D	1	14%
F	0	0%
Not rated	0	0%

### Students who met state standards (AIMS)



### Student and teacher measures

Measure	District	Peer average	State average
Attendance rate	94%	94%	95%
Graduation rate (2013)	75%	80%	75%
Poverty rate (2013)	20%	24%	24%
Students per teacher	20.9	17.3	18.6
Average teacher salary	\$36,045	\$42,872	\$46,026
Amount from Proposition 301	\$4,633	\$5,022	\$4,810
Average years of teacher experience	7.3	12.1	10.9
Percentage of teachers in first 3 years	41%	19%	20%

### Financial stress assessment

Overall financial stress level:

Low

Measure: 2012 through 2014

Assessment

Change in number of district students	Increase
Spending exceeded operating/capital budgets	No overspending
Spending increase election results	Not affected
Operating reserve percentage (max. 4%), trend	4.0% Steady
Years of capital reserve held	1 to 3 years
Current financial and internal control status	Compliant

Stress level

Low Moderate High

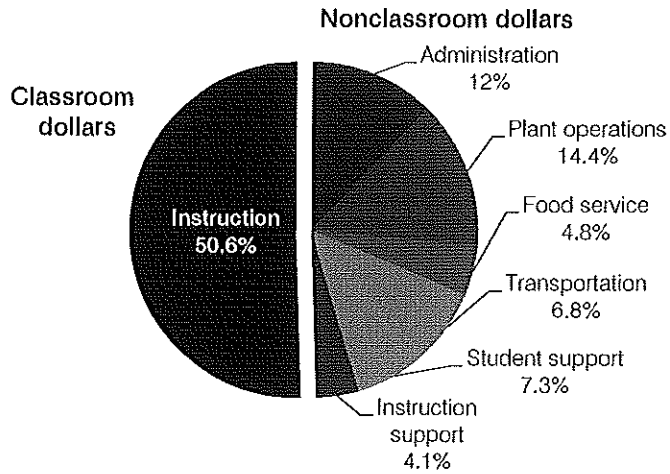
# Florence Unified School District

Pinal County  
 Efficiency peer groups 4 and T-10, Achievement peer group 4  
 Legislative district(s): 8

District size, location: Medium-large, Rural  
 Students attending: 7,787  
 Number of schools: 9

## OPERATIONAL EFFICIENCY

### Spending by operational area



### 5-year spending trend (2009 through 2014)

Total spending per pupil decreased by 5 percent. Spending in the classroom decreased overall from 54.4 to 50.6 percent. Spending on administration and plant operations increased and spending on student support increased slightly. Spending on instruction support decreased slightly, while spending on other nonclassroom areas remained stable.

### Cost measures relative to peer averages

Operational area	Measure	District	Peer average	State average
	Cost per pupil	\$811	\$789	\$757
Administration	Students per administrator	77	67	68
Plant operations	Cost per square foot	\$6.09	\$5.46	\$6.04
	Square footage per student	160	188	153
Food service	Cost per meal equivalent	\$2.67	\$2.76	\$2.69
Transportation	Cost per mile	\$2.41	\$2.12	\$3.62
	Cost per rider	\$1,108	\$1,121	\$1,036
Very low	Low	Comparable	High	Very high

### Per pupil spending by operational area

	District		Peer average	State average	National average
	2013	2014	2014	2014	2012
Total	\$6,759	\$6,746	\$7,573	\$7,678	\$10,667
Classroom dollars	3,496	3,413	3,914	4,073	6,495
Nonclassroom dollars:	3,263	3,333	3,659	3,505	4,172
Administration	785	811	789	757	1,160
Plant operations	925	971	1,009	923	1,008
Food service	305	328	386	405	429
Transportation	485	457	406	373	464
Student support	483	492	607	600	594
Instruction support	280	274	462	447	517

## STUDENT ACHIEVEMENT, TEACHER MEASURES, AND FINANCIAL ASSESSMENT

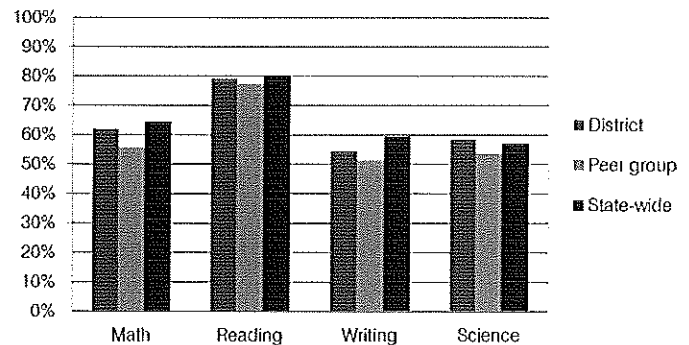
### ADE-reported district and school letter grades

District grade: **B**

Grade	Number of schools <sup>1</sup>	Percentage of schools
A	3	30%
B	5	50%
C	1	10%
D	0	0%
F	1	10%
Not rated	0	0%

<sup>1</sup> Includes schools that share a campus and on-line schools.

### Students who met state standards (AIMS)



### Student and teacher measures

Measure	District	Peer average	State average
Attendance rate	95%	94%	95%
Graduation rate (2013)	75%	86%	75%
Poverty rate (2013)	18%	15%	24%
Students per teacher	18.2	16.1	18.6
Average teacher salary	\$37,125	\$41,932	\$46,026
Amount from Proposition 301	\$1,892	\$4,526	\$4,810
Average years of teacher experience	7.6	10.2	10.9
Percentage of teachers in first 3 years	29%	21%	20%

### Financial stress assessment

Overall financial stress level: **Moderate**

Measure: 2012 through 2014

Assessment

Change in number of district students	Moderate decrease
Spending exceeded operating/capital budgets	No over spending
Spending increase election results	Voter approved
Operating reserve percentage (max. 4%), trend	3.3% decreasing
Years of capital reserve held	1 to 3 years
Current financial and internal control status	Compliant

Stress level



FY 14-15	NU5D	MARICOPA	CHINLE	SANTA CRUZ VALLEY	SAHUARITA	J.O. COMBS	FLORENCE
	Assistant Superintendent	Assistant Superintendent	Assistant Superintendent	Assistant Superintendent	Assistant Superintendent	Assistant Superintendent	Assistant Superintendent
Letter Grade	A	B	D	B	B	B	B
Number of employees?	554	650	651	412	751	Information not available	Information not available
Number of Students in the District/Sites	5700/10	6200/9	3400/7	3200/6	5500/8		79 of 93
Who does this person report to?	Superintended	Superintendent	Superintendent	Superintendent	Superintendent		
Supervises employees? If so, how many?	8		8	6	8		
Is this a cabinet position?	Yes	Yes		Yes	Yes		
Supervises Department? How many persons?	School Improvement/ELA/ Elementary Principals	Varies	1	2	8		
Qualifications.	Master's in job related field	Master's or Doctorate	Ph.D or Doctorate Level	Principal Certificate	Admin cert		
Certificates or Licenses required? If so, what?	Principal Certificate	Superintendent Certificate	AZ Superintendent Certificate	Principal Certificate/Supt Certificate			
Salary	\$94,438 - \$120,533	\$75,000 - \$97,800	\$85,182 - \$96,376	\$77,175 - \$92,175	\$96,000		
Benefits: Insurance/other {include all types}	\$4,800.00 Admin addendum, Life Insurance 1 X annual salary, LTD	Employee Insurance, Cell Phone	Gilsbar	Full Family Coverage	Family Medical and Dental Insurance, \$20,000 life insurance, \$1320 cell phone stipend, \$6200 car stipend.	Full medical and \$150,000 Life Insurance	Full medical and \$75,000 Life Insurance
Number of Months of Work.	12	12	12	12	12		
How long has this employee held this position?	Position started July 1, 2015	0	1	4	5		
Other		Position is presently unfilled					
Comments					2 Assistant Superintendents	No Assistant Superintendent - It is Curriculum and Instruction position	



	NUSD	Maricopa	CHINLE	SANTA CRUZ VALLEY	SAHUARITA SD	J.O. COMBS	FLORENCE
	Finance Director	Finance Director	Finance Director	Finance Director	Finance Director	Finance Director	Finance Director
Who does this person report to?	Superintendent	Superintendent	Superintendent	Superintendent	Superintendent		
Supervises employees? If so, how many?	8	18	8	7	7		
Is this a cabinet position?	Yes	Yes		Yes	NO		
Supervises Department? How many persons?	8	Business, Maintenance Food Services	8	8	7		
Qualifications.	BA/B5 Business/Finance; Job related experience w/increasing levels of responsibility	BA, B5, MBA in Finance	B.B.B or B.S. Business Degree	MA in Business Finance or related field	Admin cert		
Certificates or Licenses required? If so, what?	None Specified		2 years administrative experience				
Salary	\$76,172 - \$107,297	\$75,000 - \$97,800	\$79,518 - \$89,968	\$55,925 - \$92,175	\$92,000	\$70,999 - \$88,668	\$70,200 - \$95,000
Benefits: Insurance/other {include all types}	\$4,800.00 Admin addendum, Life Insurance 1 X annual salary, LTD	Employee Insurance, Cell Phone	Gilsbar	Full Family Coverage	Self Health Insurance, \$20,000 life insurance, \$840 cell phone stipend.	Full medical and \$150,000 Life Insurance	Full medical and \$75,000 Life Insurance
Number of Months of Work.	12	12	12	12	12	12	12
How long has this employee held this position?	1	6	1	10	14		
Other							
Comments							



	NUSD	MARICOPA	CHINLE	SANTA CRUZ VALLEY	SAHUARITA	J.O. COMBS	FLORENCE
	Grants Director	Grants Director	Grants Director	Grants Director	Grants Director	Grants Director	Grants Director
Who does this person report to?	Finance Director	Director of Teaching and Learning	Superintendent	Assistant Superintendent	Superintendent	Information not available	Information not available
Supervises employees? If so, how many?	0	0	8		0		
Is this a cabinet position?	Yes	No	N/A		No		
Supervises Department? How many persons?	No	0	8		0		
Qualifications.	Master's Degree; Job related experience w/increasing levels of responsibility	Bachelor's Degree	MA of Education Degree		Experience		
Certificates or Licenses required? If so, what?			Az State Teacher Certification required				
Salary	\$68,011 - \$104,825	\$45,000 - \$58,700	\$71,721 - \$81,146		\$6,000 (Teacher stipend)		
Benefits: Insurance/other (include all types)	\$4,800.00 Admin addendum, Life Insurance 1 X annual salary, LTD	Employee Insurance	Gilsbar		N/A		
Number of Months of Work.	12	12	12		10		
How long has this employee held this position?	4	3	12		2		
Other							
Comments	Grant and Federal Programs Coordinator	Grant and Federal Programs Coordinator					

	NUSD	MARICOPA	CHINLE	SANTA CRUZ VALLEY	SAHUARITA	J.O. COMBS	FLORENCE
	Human Resources Director	Human Resources Director	Human Resources Director	Human Resources Director	Human Resources Director	Human Resources Director	Human Resources Director
Who does this person report to?	Superintendent	Superintendent	Superintendent	Superintendent			Information not available
Supervises employees? If so, how many?	3	3	2	2			
Is this a cabinet position?	Yes	Yes		Yes			
Supervises Department?	Yes	Transportation, Technology, HR - 6	2	1			
How many persons?		Education or HR Background					
Qualifications.	BS/BA Bus./ Personnel; Job related experience w/increasing levels of responsibility		MA Degree	MA in HR or related field			
Certificates or Licenses required? If so, what?	BA/BS Bussiness/Personnel	(ADE Administrator Certificate Preferred)	Az Superintendent Certificate				
Salary	\$76,172 - \$107,295	\$70,000 - \$91,300	\$74,231 - \$83,986	\$55,925 - \$92,175		\$70,998 - \$88,667	
Benefits: Insurance/other {include all types}	\$4,800.00 Admin addendum, Life Insurance 1 X annual salary, LTD	Employee Insurance, Cell Phone	Gilsbar	Full Family Coverage		Full medical and \$150,000 Life Insurance	
Number of Months of Work.	12	12	12	12		12	
How long has this employee held this position?	4	7	12	13			
Other							
Comments					Position is combined w/ Assistant Superintendent	Position is combined w/ Assistant Superintendent	

	NUSD	MARICOPA	CHINLE	SANTA CRUZ VALLEY	SAHUARITA	J.O. COMBS	FLORENCE
	Language Acquisition Coordinator	Language Acquisition Coordinator	Language Acquisition Coordinator	Language Acquisition Coordinator	Language Acquisition Coordinator	Language Acquisition Coordinator	Language Acquisition Coordinator
Who does this person report to?	Assistant Superintendent of Curriculum & Instruction	Director of Teaching and Learning					
Supervises employees? If so, how many?	2	2					
Is this a cabinet position?	No	No					
Supervises Department? How many persons?	ELA/2 (Division of SI)	No					
Qualifications.	Bachelor's degree; Job related experience w/increasing levels of responsibility	Master's degree					
Certificates or Licenses required? If so, what?	Az Teaching Certificate	ADE Certificate					
Salary	\$45,470 - \$74,609	\$36,900 - \$56,600					
Benefits: Insurance/other {include all types}	\$4,800.00 Admin addendum, Life Insurance 1 X annual salary, LTD	Health insurance					
Number of Months of Work.	11.5	11					
How long has this employee held this position?	9	3					
Other							
Comments					Language Acquisition is under Student Services Director		

	NUSD	MARICOPA	CHINLE	SANTA CRUZ VALLEY	SAHUARITA	J.O. COMBS	FLORENCE
	School Improvement Director	School Improvement Director	School Improvement Director	School Improvement Director	School Improvement Director	School Improvement Director	School Improvement Director
Letter Grade							
Who does this person report to?		Director of Teaching and Learning					
Supervises employees? If so, how many?		0					
Is this a cabinet position?		No					
Supervises Department? How many persons?		No					
Qualifications.		Master's Degree					
Certificates or Licenses required? If so, what?		ADE Certificate					
Salary		\$55,000 - \$71,700					
Benefits: Insurance/other (include all types)		Health Insurance, Cell Phone					
Number of Months of Work.		12					
How long has this employee held this position?		2					
Other							
Comments	Assistant Superintendent of Curriculum & Instruction position combined with School Improvement	Data and Assessment Director			Partnership between Principals and District office Administration		

	NUSD	MARICOPA	CHINLE	SANTA CRUZ VALLEY	SAHUARITA	J.O. COMBS	FLORENCE
	Student Services Director	Student Services Director	Student Services Director	Student Services Director	Student Services Director	Student Services Director	Student Services Director
Who does this person report to?	Superintendent	No Position	Superintendent	Assistant Superintendent	Superintendent		
Supervises employees? If so, how many?	3		5	7	11		
Is this a cabinet position?	Yes			Yes	No		
Supervises Department? How many persons?	18		1S	68	No		
Qualifications.	Master's degree; Job related experience w/increasing levels of responsibility		ED.S in Administration or Education required w/Special Ed. Endorsement	Certified Sped Teacher/principal Certificate	Certified Sped Teacher		
Certificates or Licenses required? If so, what?	Principal Certificate		Yes, Special Ed. Endorsement	Certified Sped Teacher/principal Certificate	Certificate in Special Education		
Salary	\$76,172 - \$107,297		\$74,231	\$60,925 - \$92,175	\$94,000	\$70,999 - \$88,668	\$65,000
Benefits: Insurance/other {include all types}	\$4,800.00 Admin addendum, Life Insurance 1 X annual salary, LTD		Gilsbar	Full Family Coverage	Self Health Insurance \$20,000 life insurance, \$840 cell phone stipend	Full medical and \$150,000 Life Insurance	Full medical and \$75,000 Life Insurance
Number of Months of Work.	12		12	12	12		
How long has this employee held this position?	1 month (6 yr admin)		12	8	39		
Other							
Comments							

	NUSD	MARICOPA	CHINLE	SANTA CRUZ VALLEY	SAHUARITA	J.O. COMBS	FLORENCE
	Support Services Director	Support Services Director	Support Services Director	Support Services Director	Support Services Director	Support Services Director	Support Services Director
Who does this person report to?	Superintendent	No position	No position	No position			
Supervises employees? If so, how many?	21						
Is this a cabinet position?	No						
Supervises Department?	21						
How many persons?							
Qualifications.	High School diploma and job related experience						
Certificates or Licenses required? If so, what?	None specified						
Salary	\$76,172 - \$107,297					\$70,998	\$70,200 - \$95,000
Benefits: Insurance/other {include all types}	\$4,800.00 Admin addendum, Life Insurance 1 X annual salary, LTD					Full medical and \$150,000 Life Insurance	Full medical and \$75,000 Life Insurance
Number of Months of Work.	12						
How long has this employee held this position?	9						
Other							
Comments					Assistant Superintendent responsibility	Similar position called Facilities and Transportation	Similar position called Facilities and Transportation

	NUSD	MARICOPA	CHINLE	SANTA CRUZ VALLEY	SAHUARITA	J.O. COMBS	FLORENCE
	Technology Director	Technology Director	Technology Director	Technology Director	Technology Director	Technology Director	Technology Director
Who does this person report to?	Superintendent	Director of HR	Superintendent	Assistant Superintendent	Assistant Superintendent		
Supervises employees? If so, how many?	4	4	4	3	6		
Is this a cabinet position?	Yes	No		No	No		
Supervises Department? How many persons?	Technology/4	Only Tech Dept.	4	3	No		
Qualifications.	Bachelor's degree Job related experience w/ specialized field experience w/increasing levels of responsibility	Bachelor's Degree		BA degree with Technical training and 2 years experience in network and computer system			
Certificates or Licenses required? If so, what?	No specified	Technology Certificates					
Salary	\$50,134 - \$80,598	\$45,000 - \$58,700	\$62,366 - \$70,562	\$40,194 - \$57,282	\$70,000	\$70,999-\$88,668	\$60,000-\$70,000
Benefits: Insurance/other {include all types}	\$4,800.00 Admin addendum, Life Insurance 1 X annual salary, LTD	Health Insurance	Gilbar	\$20.00 for medical and dental plus \$20,000 Life Insurance	Self health insurance, \$20,000.00 life insurance, \$840 cell phone stipend	Full medical and \$150,000 Life Insurance	Full medical and \$75,000 Life Insurance
Number of Months of Work.	12	12	12	12	12	12	12
How long has this employee held this position?	6	3 months	14	12	15		
Other		Tech Coordinator					
Comments							

	NUSD	MARICOPA	CHINLE	SANTA CRUZ VALLEY	SAHUARITA	J.O. COMBS	FLORENCE
Who does this person report to?	High School Principal	High School Principal	High School Principal	High School Principal	High School Principal	High School Principal	High School Principal
Supervises employees? If so, how many?	Assistant Superintendent Yes/ 80 (19)	Superintendent 90	Superintendent	Superintendent S8	Superintendent 80		
Is this a cabinet position?	No	No	No	No	No		
Supervises Department?	No	No	No	No	No		
How many persons?							
Qualifications.	Master's Degree; Job related experience w/increasing levels of responsibility	Master's Degree		Principal Certificate	Admin Cert		
Certificates or Licenses required? If so, what?	Principal Certificate	ADE Administrative Certificate			Admin Cert		
Salary	\$76,172 - \$107,297	\$70,000 - \$91,300	\$79,518 - \$89,968	\$72,175 - \$92,175	\$92,000	\$76,458 - \$95,486	\$83,000 - \$115,000
Benefits: Insurance/other {include all types}	\$4,800.00 Admin addendum, Life Insurance 1 X annual salary, LTD	Health Insurance, Cell Phone	Gilsbar	Full Family Medical and Dental	Self Health Insurance \$20,000 life insurance, \$840 cell phone stipend	Full medical and \$150,000 Life Insurance	Full medical and \$75,000 Life Insurance
Number of Months of Work.	12	12	12	12	12	12	12
How long has this employee held this position?	1 month	S	24	4	S		
Other							
Comments							



	NUSD	MARICOPA	CHINLE	SANTA CRUZ VALLEY	SAHUARITA	J.O. COMBS	FLORENCE
	Assistant High School Principal	Assistant High School Principal	Assistant High School Principal	Assistant High School Principal	Assistant High School Principal	Assistant High School Principal	Assistant High School Principal
Who does this person report to?	Principal	High School Principal	Principal	Principal	School Principal		
Supervises employees? If so, how many?	Yes/27-32	Varies - split with administrative staff	N/A	3	80		
Is this a cabinet position?	No	No	No	No	No		
Supervises Department? How many persons?	No	Only High School	No	3	No		
Qualifications.	Master's Degree Job related experience w/increasing levels of responsibility	Master's Degree		Principal Certificate	Admin cert		
Certificates or Licenses required? If so, what?	Principal Certificate	ADE Administrative Certificate		Principal Certificate	Admin cert		
Salary	\$63,736 - \$102,467	\$58,000 - \$75,600	\$58,110 - \$65,746	\$57,172 - \$69,816	\$72,000	\$76,458 - \$95,486	\$83,000 - \$115,000
Benefits: Insurance/other {include all types}	\$4,800.00 Admin addendum, Life Insurance 1 X annual salary, LTD	Employee Insurance, Cell Phone	Gilbar	Full Family Medical/Dental Coverage	Self Health Insurance \$20,000 life insurance, \$840 cell phone stipend	Full medical and \$150,000 Life Insurance	Full medical and \$75,000 Life Insurance
Number of Months of Work.	11.5	12	11	11	12	12	12
How long has this employee held this position?	2	0	7	1	8		
Other		Position is presently unfilled					
Comments	NU5D has two Assistant Principals. Both started on the same day.						

	NUSD	MARICOPA	CHINLE	SANTA CRUZ VALLEY	SAHUARITA	J.O. COMBS	FLORENCE
	Elementary Principal	Elementary Principal	Elementary Principal	Elementary Principal	Elementary Principal	Elementary Principal	Elementary Principal
Letter Grade							
Who does this person report to?	Assistant Superintendent	Superintendent	Superintendent	Superintendent	Superintendent		
Supervises employees? If so, how many?	Yes/ 27 - 49	Varies 20 - 50		4	60		
Is this a cabinet position?	No	No		No	No		
Supervises Department? How many persons?	No	Only School Site		4	No		
Qualifications.	Master's Degree in Educational Admin/Curriculum and Instruction or related field	Master's Degree		Certified Teacher/Principal Certificate	Admin Cert		
Certificates or Licenses required? If so, what?	Principal Certificate	ADE Administrative Certificate		Certified Teacher/Principal Certificate	Admin Cert		
Salary	\$63,736 - \$102,467	\$65,000 - \$84,000	\$76,829 - \$86,925	\$63,425 - \$92,175	\$75,000.00	\$70,999 - \$88,668	\$73,000 - \$100,000
Benefits: Insurance/other {include all types}	\$4,800.00 Admin addendum, Life Insurance 1 X annual salary, LTD	Health Insurance, Cell Phone	Gilsbar	Full Medical and Dental Coverage	Self Health Insurance \$20,000 life insurance, \$840 cell phone stipend	Full medical and \$150,000 Life Insurance	Full medical and \$75,000 Life Insurance
Number of Months of Work.	11.5	12	12	12	12	12	12
How long has this employee held this position?	6 Elementary Principals 1 month - 16 year	6 Principals - 2 to 6 year	15	3	8		
Other							
Comments							

	NUSD	MARICOPA	CHINLE	SANTA CRUZ VALLEY	SAHUARITA	J.O. COMBS	FLORENCE
	Middle School Principal	Middle School Principal	Middle School Principal	Middle School Principal	Middle School Principal	Middle School Principal	Middle School Principal
Who does this person report to?	Superintendent	Superintendent	Superintendent	Superintendent	Superintendent		
Supervises employees? If so, how many?	Yes/ 44-59	Varies - 30 - 40		26	70		
Is this a cabinet position?	No	No		Yes	No		
Supervises Department? How many persons?	No	No		0			
Qualifications.	Master's Degree; Job related experience w/increasing levels of responsibility	Master's Degree		Principal Certificate/ Teaching Certificate	Admin Cert		
Certificates or Licenses required? If so, what?	Principal Certificate	ADE Admin Certificate	Principal Certificate	Principal Certificate/ Teaching	Admin Cert		
Salary	\$68,011 - \$104,825	\$68,000 - \$88,700	\$76,829 - \$86,825	\$67,175 - \$92,175	\$82,000	\$72,774 - \$90,885	\$73,000 - \$100,000
Benefits: Insurance/other {include all types}	\$4,800.00 Admin addendum, Life Insurance 1 X annual salary, LTD	Medical and Cellphone	Gilsbar	Full Family and Medical and Dental Coverage	Self Health Insurance \$20,000 life insurance, \$840 cell phone stipend	Full medical and \$150,000 Life Insurance	Full medical and \$75,000 Life Insurance
Number of Months of Work.	12	12	12	12	12		
How long has this employee held this position?	1 month to 7 year	5 years & 3 months		2	4	12	12
Other							
Comments	2 Principals	2 Principals					

	NUSD	MARICOPA	CHINLE	SANTA CRUZ VALLEY	SAHUARITA	J.O. COMBS	FLORENCE
	Assistant Middle School Principal	Assistant Middle School Principal	Assistant Middle School Principal	Assistant Middle School Principal	Assistant Middle School Principal	Assistant Middle School Principal	Assistant Middle School Principal
Who does this person report to?	Principal	Principal	No position	Principal	School Principal		
Supervises employees? If so, how many?	Yes/20	Assists with supervision		0	70		
Is this a cabinet position?	No	No		No	No		
Supervises Department? How many persons?	No						
Qualifications.	Master's Degree; Job related experience w/increasing levels of responsibility	Master's Degree		Principal Certificate/Teaching Certificate	Admin Cert		
Certificates or Licenses required? If so, what?	Principal Certificate	ADE Admin Certificate		Principal Certificate/Teaching Certificate	Admin Cert		
Salary	\$63,736 - \$102,467	\$58,000 - \$75,600		\$59,675 - \$92,175	\$60,000	\$58,700	\$73,975
Benefits: Insurance/other {include all types}	\$4,800.00 Admin addendum, Life Insurance 1 X annual salary, LTD	Medical and Cellphone		Full Family and Medical and Dental	Self Health Insurance \$20,000 life insurance, \$840 cell phone stipend	Full medical and \$150,000 Life Insurance	Full medical and \$75,000 Life Insurance
Number of Months of Work.	11.5	12		11	12		11 months
How long has this employee held this position?	1 month to 2 year			0	4		
Other							
Comments	2 Assistant Principals	Positions were discontinued					

	NUSD	MARICOPA	CHINLE	SANTA CRUZ VALLEY	SAHUARITA	J.O. COMBS	FLORENCE
	Athletic Director	Athletic Director	Athletic Director	Athletic Director	Athletic Director	Athletic Director	Athletic Director
Who does this person report to?		Superintendent	Principal	High School Principal	School Principal		
Supervises employees? If so, how many?		50 Coaches Districtwide		4	30		
Is this a cabinet position?		No		No	No		
Supervises Department? How many persons?		Only Athletics		4	No		
Qualifications.		Master's Degree		Certified Teacher	Admin Cert		
Certificates or Licenses required? If so, what?		ADE Administrative Certificate		Certified Teacher	Admin Cert		
Salary		\$65,000 - \$84,000	\$37,067 - \$41,938	\$42,012	\$5,000		
Benefits: Insurance/other {include all types}		Health Insurance, Cell Phone	Gilsbar	\$20.00 for medical and dental plus \$20,000 Life Insurance	Self Health Insurance \$20,000 life insurance, \$840 cell phone stipend		
Number of Months of Work.		12	10	10.S	12		
How long has this employee held this position?		3 months	1S	3	S		
Other		Districtwide Role					
Comments	Position responsibilities shifted to Assistant Principals						