

DOUGLAS UNIFIED SCHOOL DISTRICT #27
DOUGLAS, ARIZONA

Board Room
Central Administration Building

4:00 P.M.
July 1, 2025

Regular Board Meeting & Executive Session
Minutes of the Board

I. PRELIMINARY MATTERS:

CALL TO ORDER: Mr. Ray Borane, President

PRESENT: Mr. Kevin Smith, Member
Mrs. Jana Selchow, Member
Mr. Mitch Lindemann, Member
Mr. Mario Ramos, Member

Others Present: Ana C. Samaniego, Superintendent
Denise Cox, Assistant Superintendent (Telephonically)
Cesar Soto, Chief Financial & Operations Officer
Alma Valenzuela, Executive Secretary

Mrs. Samaniego advised that due to unforeseen technical difficulties, this meeting is not being live-streamed.

Board Meeting Minutes not previously approved:

Mr. Lindemann motioned to approve the following minutes. Mr. Smith seconded the motion. Motion carried 5/0. ¹

1. June 18, 2025 - Special

Summary of Current Events:

Superintendent

Mrs. Samaniego addressed the Board and informed them about the following:

- Held a parent forum meeting last week to inform parents and students about the new proposed cell phone/technology ban policy. It was well attended, with about 45-50 people attending each session. Overall, it was a positive meeting. Mr. Lindemann and Mr. Smith attended the forums.
- Have officially concluded summer school!

Governing Board Members

¹A unanimous (5/0) vote will show the members voting in this manner throughout the minutes:

Name	Aye	Nay
Mr. Kevin Smith	√	
Mrs. Jana Selchow	√	
Mr. Mitch Lindemann	√	
Mr. Mario Ramos	√	
Mr. Ray Borane	√	

Mr. Lindemann commented that he appreciates the administration going the extra mile to notify everyone about the cell phone ban. He saw that it was well received and doesn't think there will be any consternation over it, but that will remain to be seen.

Mr. Ramos commented that it is good to see that something is being done about the cell phones. It hampers the students a lot. It does help them but at the same time distracts them a lot. Hopefully, the parents will understand.

Reports:

Year to Date Budget Balance & Travel Reports – Cesar Soto

Mr. Borane asked Mr. Soto to provide his report under Item III.A where the proposed budget will be presented for approval.

Human Resources & Student Enrollment Reports – Denise Cox

Mrs. Cox addressed the Board and informed them about the following:

- Total student enrollment is 3,539, including preschool and the Average Daily Membership (ADM) is 3,380. There was 1 withdrawal and 308 new enrollments.
- In HR, there are 5 teaching position vacancies and are actively recruiting for.

Public Comments:

Ms. Cindy Brady, representing herself, addressed the Board regarding the cell phone use at schools.

II. CONSENT AGENDA ITEMS:

Mr. Lindemann motioned to approve the consent agenda items as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

1. Payroll and Expense Vouchers/Reports:

- a. Expense Vouchers: 2539, 2540, 2541
- b. Student Activities & Auxiliary Vouchers/Reports: 8024, 8025
- c. Payroll Vouchers: 25, 26

III. ACTION ITEMS:

A. Discussion/action on the approval of the Proposed District Annual Expenditure Budget for Fiscal Year 2025-2026.

Mr. Soto advised that this is the proposed budget for next school year and that the Board will hold a special meeting on July 11 to adopt it. Will need to do a budget revision in September as the State just approved the budget and is working on the budget forms. The proposed budget is based on last year's per pupil allocation, which was \$5,013.00. Since the State barely approved the budgets and there was no time to create the new forms with the new per pupil allocation, which is now \$5,113.26. The budget was created using the current ADM of 3,380.6833 to start the year. By law, have to adopt what was proposed but in September will bring the revision with the new forms. Also working on the property tax rate for next school year, which gets adopted by the Cochise County Supervisors in August. By the time the budget revision is done in September, will have a solid number for the tax rate. There is a possibility that the property tax rates for primary and secondary might be reduced again. This proposed budget, with the current form, has a budget

capacity of \$25,259,481.00 based on the \$5,013.00 per pupil allocation. Once the revision is done, the budget capacity will change as it will be based on the \$5,113.26 per pupil allocation. The capital allocation will be \$1.6million and with the current carryover, will be roughly \$2.6million. This budget also has a big reduction in FTE's (staffing) because of the enrollment. Had to cut roughly 30 positions from the M&O side, mostly classified, but some certified. The administration is still working on the number of students in the classrooms, as it is the Board's and administration's priority to have a good teacher-to-student ratio, and will make adjustments as needed. As of right now, we still have a hiring freeze and will hold off on filling those vacancies until they have a clear picture of what the funding from the State is going to be. Regarding Prop 123, we are still hoping that they will get that allocation, which is roughly \$350,000, but there are no details being shared but will hopefully be received before September. This budget is balanced with the Board approving Mr. Soto to use some other funds to cover for employee health insurance, which was roughly \$500,000 and that is not reflected per se on there as there is no way to allocate that to the funds, but there is an adjustment on the benefits M&O side. This coming year is going to be hard and they will be looking closely at every expenditure.

Mr. Borane asked if everything stays constant with the way it is right now, it will be a continuation budget, things are going to be the same and can all the things be covered comfortably? Without any new funding or new revenues, with what the Board has done for next year, can it be covered? Mr. Soto replied yes, the difference between last year's budget is the number of FTE's, which was adjusted because of enrollment. His main concern right now is Prop123, which has been provided by the state for many years but now that \$350,000 is a concern. They don't know at this point if the districts are going to get it or not but will keep the Board posted on that. Everything is there in terms of expenditures and staffing, holding off on the vacancies because of the roughly \$350,000 from Prop123. That is the only thing that is concerning right now. Mr. Borane asked if there was no new funding, nothing coming in at all, could everything be sustainable next year? Mr. Soto replied that he understands they have to look at the other funds because of the health insurance, but his main concern is Prop123, as it is considered and used to build the budget.

Mr. Soto advised that the Aggregate Expenditure Limit (AEL) has been approved for two (2) more years by the legislature. Hopefully, the AEL is fixed so they don't have to approve it every year.

Mr. Lindemann motioned to approve the Proposed District Annual Expenditure Budget for Fiscal Year 2025-2026 as presented. Mr. Ramos seconded the motion.

Mr. Smith asked for some examples of what will fall under the M&O 1000 instructional category. Mr. Soto replied that it is teacher salaries, instructional aide salaries, and all classroom supplies. How about "school-sponsored cocurricular activities"? What kind of expenditures are those? Mr. Soto replied to athletics. Mr. Smith asked how about athletics under 610? Mr. Soto replied to clubs and sponsors (folklorico, drama clubs, etc.), for the stipends given to the teachers and the supplies they purchase for the specific clubs. Mr. Smith commented that he noticed 1000 had the largest cut, because of teachers and also understands increasing some clubs. Mr. Soto commented that the state wants to see an increase in expenditures in the instructional side of things. Functions 1000 and 2200 are considered the support for students. Mr. Smith asked where the expenditures for CTE classes under. Mr. Soto replied that they are under 1000 or the teachers' salaries too.

Mrs. Selchow asked with the number of teachers that did not get replaced, approximately how much money did that put back into the general fund for next year? Mr. Soto replied nothing because the funding was not received. The number of students drives the budget. Depending on the number of students, is the budget capacity the District gets. He can estimate that about \$1.2 was saved in salaries but it's not really a savings when you have the funds to pay for it. That is why he is adjusting to what they should have, trying very carefully not to affect the classrooms, in terms of ratios. Do not want classrooms with more than 30 kids. They are looking at enrollment and what schools have. It is very difficult and try not to affect the classroom side of things. Mrs. Selchow asked what are the projected classroom sizes for elementary, middle and high school? Mrs. Cox replied for K-3 it is 25:1 or below and 3-12 it is 28:1. That is where they would like the numbers to be but it depends on how many teachers are at a school. Right now, there are projections but will not know until it gets closer to the first day. Mrs. Samaniego commented that, on average, there are 23 to 25 students in elementary. Mrs. Selchow commented that when she asked for numbers last year, she felt that most schools had healthy numbers in their classrooms. Mr. Soto commented that most of the students who have left were from the high school and the high school was adjusted more than the others, to avoid having very low numbers in classrooms. Mr. Borane commented that the hiring freeze is basically non-instructional, as they will fill the instructional portion of the classrooms. Mrs. Samaniego commented that there will be some recommendations for hire today that are classified positions based on school vacancies and budget. The hiring freeze is definitely going to be heavier on the classified and non-instructional support side but even with teacher vacancies, some may not be filled. By no means do they want the hiring freeze to be implemented yearly. As soon as they hear more from the state on Prop123, will advise. Mrs. Samaniego commented that Mr. Soto has shared the school and department budgets and there was a 25% decrease in the budgets. They are carefully looking at every expenditure as it is going to be a tight year.

Mrs. Selchow asked if the administration would ever consider moving staff into Title I? Mrs. Samaniego replied yes and no because of the supplanting law. As long as the grants can support the salary and it is not a supplanting issue, then Mr. Soto works with the Curriculum Director. Mr. Soto commented that grants are driven by enrollment and not expected to increase.

Mr. Lindemann commented that today it was reported on the news that schools can expect their full allotment. How does that affect the District? Mr. Soto replied that it is always good news and what the news was referring to was the last payment from the state for last year's budget. The District can continue business as usual and once the payment is received, Mrs. Barcelo is able to close the books for this past year.

Mr. Ramos commented that his concern is the classroom sizes and if there was an increase in enrollment, would they be able to handle it by having enough teachers? Mr. Soto replied that the administration waits until the tenth day of school to look at the numbers to determine the number of teachers needed. In the meantime, substitutes can cover the positions until filled. Mrs. Samaniego commented that with the numbers right now and if there was an increase in enrollment, the current staff could handle it. The numbers are in the low end healthy. Mr. Soto commented that the District has the school capacity and has the classrooms if there is an increase. Also, if there is an increase in enrollment, a budget revision can be done and it will give a bigger budget capacity and be able to hire more teachers.

Mr. Smith commented that the area of student instruction and teacher salaries has taken the biggest cut but the administrative side only has 6% and 0.4% cuts. Maybe the administration can look into possibly combining positions within the administrative staff to reduce that. Now, that might very well need to take place to avoid making any more cuts in the instructional part. Try to make cuts everywhere except teacher salaries and on the instructional portion of the M&O budget. We are here to teach kids and that should be the main focus, more than anything else.

Mrs. Selchow commented that she remembers the work study session where a community member kept talking about what the big deal was about losing so many students, well we are now here. This is the big deal.

Mr. Borane commented that the District is looking at some expenditures, where funds had to be tapped that are normally not touched. Also, looking at the possible loss of Prop123 and that is frightening. Public schools are in big trouble, especially with the Empowerment Scholarship Account (ESA) voucher program. He is happy with the administration and what they are doing with the budget; it is extremely important.

Mrs. Sonia Barcelo commented that the 21% cut that Mr. Smith saw in instructional is being paid out of another fund for instructional benefits (\$500,000). Mr. Smith commented that it is still a massive cut and appreciates the clarification.

Mrs. Samaniego commented that they will continue monitoring and continue with the hiring freeze and only fill positions that are absolutely needed, whether certified or classified. Will monitor travel as well to include professional development. The administration and leadership team will work together on making difficult decisions and considering administrative changes, if needed.

There being no further discussion, motion carried 5/0.

B. Discussion/action on the approval of certified hires for Fiscal Year 2025-2026.

Mr. Lindemann motioned to approve the certified hires for Fiscal Year 2025-2026 as presented.

Mr. Smith seconded the motion. Motion carried 5/0.

• Cindy Littlejohn	Counselor (Sarah Marley/Faras) Part-time	\$20,200.00(MA)	M&O
• Ailani Pelayo	Emergency Substitute Teacher	\$105.00/day	M&O
• Diana Castillo	Emergency Substitute Teacher	\$105.00/day	M&O
• Harlan Ochoa	Emergency Substitute Teacher	\$105.00/day	M&O
• Aixa Owen	Emergency Substitute Teacher	\$105.00/day	M&O
• Mayra Laborin	Emergency Substitute Teacher	\$105.00/day	M&O
• Aylin Sosa	Emergency Substitute Teacher	\$105.00/day	M&O
• Lizeth Jatomea	Emergency Substitute Teacher	\$105.00/day	M&O
• Serenella Medrano	Emergency Substitute Teacher	\$105.00/day	M&O
• Mya Monteverde	Emergency Substitute Teacher	\$105.00/day	M&O
• Leslie Sosa	Emergency Substitute Teacher	\$105.00/day	M&O
• Soheila Cuevas	Emergency Substitute Teacher	\$105.00/day	M&O
• Nayeli Madrid	Emergency Substitute Teacher	\$105.00/day	M&O
• Benjamin Flores	Emergency Substitute Teacher	\$105.00/day	M&O
• Fernanda Bustamante	Emergency Substitute Teacher	\$105.00/day	M&O
• Martha Vidal	Emergency Substitute Teacher	\$105.00/day	M&O

• Dayanira Ramos	Emergency Substitute Teacher	\$105.00/day	M&O
• Alexia Martinez	Emergency Substitute Teacher	\$105.00/day	M&O
• Kayleen Perez	Emergency Substitute Teacher	\$105.00/day	M&O
• Delancey Guerrero	Emergency Substitute Teacher	\$105.00/day	M&O
• Linette Ambriz	Substitute Teacher	\$115.00/day	M&O
• Brynna McCormick	Substitute Teacher	\$115.00/day	M&O
• Dayana Medina	Teacher (Joe Carlson) (\$35,900.00; \$2,000 exp)	\$37,900.00(BA)	M&O/Title I

C. Discussion/action on the approval of classified hires for Fiscal Year 2025-2026.

Mr. Lindemann motioned to approve the classified hires for Fiscal Year 2025-2026 as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

• Cenia Roman	Secretary (Clawson)	\$17.47	M&O
• Ricardo Martinez	Sub Bus Driver	\$14.90	M&O
• Juan Garcia	Sub Custodian	\$14.90	M&O
• Aurora Isela Garcia	Sub Custodian	\$14.90	M&O
• Francisco Lamadrid	Sub Custodian	\$14.90	M&O
• Rosa Robles	Sub Food Service	\$14.90	M&O
• Michelle Perez	Sub Food Service	\$14.90	M&O
• Edith Olivas	Sub Food Service	\$14.90	M&O
• Malu Hernandez	Sub Food Service	\$14.90	M&O
• Melanie Molina	Sub Health Aide	\$14.90	M&O
• Alberto Vasquez	Sub Security	\$14.90	M&O

D. Discussion/action on the approval of classified resignations.

Mr. Lindemann motioned to approve the classified resignations as presented. Mr. Smith seconded the motion. Motion carried 5/0.

• Maria Arpero	Food Service Worker	Resignation effective 05/21/25
• Raquel Fernandez	Instructional Aide (Joe Carlson)	Resignation effective 05/21/25

E. Discussion/action on the approval of a student observer.

Mr. Lindemann motioned to approve the student observer as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

- Dayanara E. Galaz DHS – ASU Student

F. Discussion/action on the approval of volunteers.

Mr. Lindemann motioned to approve the volunteers as presented. Mr. Smith seconded the motion. Motion carried 5/0.

- Ruben Valdez Baseball (DHS)
- Victor Alan Ramos Girls' Soccer (DHS)

G. Discussion/action on the approval of donations received for DUSD #27:

- Donation of \$632.99 from DonorsChoose to PHMS 8th Grade Reading Classroom (Ms. Gemma German).
- Donation of \$500.00 from the Arizona Youth Risk Behavior Survey to DHS.
- Donation of \$500.00 from EdwardJones-Barbara Miller to DHS FFA (for travel).
- Donation of school supplies from AZALAS Executive Director, Dr. Marvene Lobato to Joe Carlson 21st Century Afterschool Program (est. value \$348.00).

Mr. Lindemann motioned to approve the donations received for DUSD #27 as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

H. Discussion/action on the approval of appointment of District Hearing Officers for student discipline for School Year 2025-2026.

Mrs. Selchow motioned to approve the District Hearing Officers for student discipline for School Year 2025-2026 as presented. Mr. Lindemann seconded the motion. Motion carried 5/0.

I. Discussion/action on the approval of Qualified Evaluators for Fiscal Year 2025-2026.

Mr. Lindemann motioned to approve the Qualified Evaluators for Fiscal Year 2025-2026 as presented. Mrs. Selchow seconded the motion.

Mr. Lindemann asked what the qualifications are to be an evaluator? Mrs. Samaniego replied that they have to be an administrator, have certification, and attend and be certified under the ADE qualified evaluator training. Mr. Lindemann asked if only administrators can be evaluators? Mrs. Samaniego replied yes and no, there are staff like Mrs. Hernandez who have a supervisory certificate. It is typically someone who observes teachers and who is able to evaluate them for the continuation of their contract.

There being no further discussion, motion carried 5/0.

J. Discussion/action on the approval of authorized signatures for District banking accounts at Wells Fargo Bank for Fiscal Year 2025-2026.

Mrs. Samaniego advised that this is done every year for the authorized signers.

Mr. Lindemann motioned to approve the authorized signatures for District banking accounts at Wells Fargo Bank for Fiscal Year 2025-2026 as presented. Mr. Smith seconded the motion. Motion carried 5/0.

K. Discussion/action on the approval of the appointment of Cesar Soto, Chief Financial & Operations Officer, as Student Activities/Auxiliary Treasurer for the District.

Mr. Lindemann motioned to approve the appointment of Cesar Soto, Chief Financial & Operations Officer, as Student Activities/Auxiliary Treasurer for the District as presented. Mr. Selchow seconded the motion. Motion carried 5/0.

L. Discussion/action on the approval of association membership dues for classified staff.

Mrs. Samaniego advised that this is to approve annual membership dues to be paid for the associations and classified staff listed in the background.

Mr. Lindemann motioned to approve paying association membership dues for classified staff as presented. Mr. Smith seconded the motion.

Mrs. Selchow asked if, in the event someone resigns or leaves the District, is their membership transferable? Mr. Soto replied no, he knows for sure the AASBO membership doesn't.

There being no further discussion, motion carried 5/0.

M. Discussion/action on the approval of Professional Development for Clawson Certified and Classified Staff.

Mrs. Samaniego advised that this was presented last year and it is for schools that have Results Based Funding. This will allow them to use the funding for any outside professional development in the scope and sequence such as curriculum, professional development, and understanding standards.

Mr. Lindemann motioned to approve the Professional Development for Clawson Certified and Classified Staff as presented. Mr. Smith seconded the motion.

Mr. Lindemann commented that professional development is being cut, is this an area that can also be cut? Mrs. Samaniego replied that it is a different funding and not every school has this funding. It is additional money awarded by the state to the specific school. They won't be traveling but attending training after hours or on a Saturday, at their school. Mr. Lindemann asked if this can be offered to other schools? Mrs. Samaniego replied no, the state awards the funds to the schools based on letter grade results and they do not apply for it.

Mrs. Selchow commented that for the past five years Clawson has been doing this and their results have been showing on their test scores and school label. Is the training offered to staff repeating or new? Mrs. Corinna Moen replied that it is used for new training every year. They've used it for RTI training to get more support for teachers and instructional aides. It is used for new initiatives being put forth at the school and to give more support.

There being no further discussion, motion carried 5/0.

N. Discussion/action on the approval of the DUSD #27 Administrative, Certified, Classified, and Extra Duty Salary Placement Schedules for Fiscal Year 2025-2026.

Mrs. Samaniego advised that there were no salary increases. On the Certified schedule, the extended pay rates have gone down to \$30.00 as ESSER funds are no longer available. On the Administrative schedule, made a change to Grade D. There are no increases on any schedule.

Mr. Lindemann motioned to approve the DUSD #27 Administrative, Certified, Classified, and Extra Duty Salary Placement Schedules for Fiscal Year 2025-2026 as presented. Mr. Smith seconded the motion. Motion carried 5/0.

O. Discussion/action on the approval of awarding the Request for Proposal (RFP)#26-01-31 for Audit Services to Heinfeld, Meech & Co., P.C.

Mrs. Samaniego advised that a Request For Proposal (RFP) for audit services was conducted and Heinfeld, Meech & Co., was the only firm that submitted and Ms. Norma Nerio handled the RFP. They are being recommended to continue providing audit services.

Mr. Lindemann motioned to approve awarding the Request for Proposal (RFP)#26-01-31 for Audit Services to Heinfeld, Meech & Co., P.C. as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

P. Discussion/action pursuant to Policy BGF to temporarily suspend Policy BGB, requiring two readings of the proposed policies prior to approval of the adoption in order to approve the following Policies and Policy Advisories immediately upon the first reading.

- *Policy GCQE* Retirement of Professional /Support Staff Members
- *Policy GCF-EF* **NEW** Professional Staff Hiring (High School Athletic Program Hiring)
- *Policy Advisory No. 866*..... *Policy CA — Administration Goals/Priority Objectives*
- *Policy Advisory No. 867*..... *Policy CB — Superintendent*
- *Policy Advisory No. 868* *Policy CBA — Qualifications and Duties of the Superintendent*
- *Policy Advisory No. 869* *Policy CBCA — Delegated Authority*
NEW Regulation CBCA-R — Delegated Authority
- *Policy Advisory No. 870* *Policy CBI — Evaluation of Superintendent*
Exhibit CBI-EA — Evaluation of Superintendent
(Districts may choose either CBI-EA or CBI-EB)
Exhibit CBI-EB — Evaluation of Superintendent
- *Policy Advisory No. 871 DELETE* *Policy CCB — Line and Staff Relations*
DELETE Regulation CCB-R — Line and Staff Relations
- *Policy Advisory No. 872*..... *Policy CFD — School - Based Management*
Regulation CFD-R — School - Based Management
DELETE Exhibit CFD-E — School - Based Management
DELETE Policy CFD — School - Based Management-
(Version for one [1] school District or < than 600 students)
- *Policy Advisory No. 873*..... *Policy CHD — Administration in the Absence of Policy*
- *Policy Advisory No. 874*..... *Policy CK — Administrative Consultants*
- *Policy Advisory No. 875*..... *Policy CM — School District Annual Report*
- *Policy Advisory No. 876* *Policy DA — Fiscal Management Goals/Priority Objectives*
- *Policy Advisory No. 877*..... *Policy DB — Annual Budget*
NEW Regulation DB-R-Annual Budget: Schedule, Preparation/Planning, Format, and Posting/Submission
- *Policy Advisory No. 878*..... **DELETED** *Policy DBC — Budget Planning, Preparation, and Schedules*
DELETED *Regulation DBC-R — Budget Planning, Preparation, and Schedules*
- *Policy Advisory No. 879*..... *Policy DBF — Budget Hearings and Reviews/Adoption Process*
- *Policy Advisory No. 880*..... **DELETED** *Policy DBI — Budget Implementation*
- *Policy Advisory No. 881*..... *Policy DBJ — Budget Transfers*
- *Policy Advisory No. 882*..... *Policy DD — Funding Proposals, Grants, and Special Projects*
Exhibit DD-E — Funding Proposals, Grants, and Special Projects
- *Policy Advisory No. 883*..... **DELETED** *Policy DDA — Funding Sources Outside the School System*
- *Policy Advisory No. 884*..... **DELETED** *Policy DEC — Funding from Federal Tax Sources*
- *Policy Advisory No. 885*..... *Policy DFA — Revenues from Investments*
- *Policy Advisory No. 886*..... **DELETED** *Policy DFB — Revenues from School - Owned Real Estate*
- *Policy Advisory No. 887*..... **DELETED** *Policy DFD — Gate Receipts and Admissions*
- *Policy Advisory No. 888*..... **DELETED** *Policy DFF — Income from School Sales and Services*
- *Policy Advisory No. 889*..... *Policy DG — Banking Services*
- *Policy Advisory No. 890* **DELETED** *Policy DGA — Authorized Signatures*
- *Policy Advisory No. 891*..... *Policy DGD — Credit Cards*
- *Policy Advisory No. 892*..... *Policy DI — Fiscal Accounting and Reporting*
- *Policy Advisory No. 893*..... **DELETED** *Policy DIA — Accounting System*
- *Policy Advisory No. 894*..... *Policy DIB — Types of Funds/Revolving Funds*
- *Policy Advisory No. 895*..... *Policy DIC — Financial Reports and Statements*
- *Policy Advisory No. 896*..... **DELETED** *Policy DICA — Budget Format*
- *Policy Advisory No. 897*..... *Policy DID — Inventories*
Regulation DID-R — Inventories
- *Policy Advisory No. 898*..... *Policy DIE — Audits / Financial Monitoring*
Regulation DIE-R — Audits / Financial Monitoring
- *Policy Advisory No. 899*..... *Policy DJ — Purchasing*

- *Policy Advisory No. 900*..... *Policy DJE — Bidding / Purchasing Procedures*
Regulation DJE-R — Bidding / Purchasing Procedures
- *Policy Advisory No. 901*..... *Policy DJG — Vendor / Contractor Relations*
Regulation DJG-R — Vendor / Contractor Relations
- *Policy Advisory No. 902*..... **DELETED** *Policy DJGA — Sales Calls and Demonstrations*
DELETED *Regulation DJGA-R — Sales Calls and Demonstrations*
- *Policy Advisory No. 903*..... *Policy DK — Payment Procedures*
Exhibit DK-EA — Payment Procedures NEW Exhibit DK-EB — Payment and Payroll Procedures
- *Policy Advisory No. 904*..... **DELETED** *Policy DKA — Payroll Procedures/Schedules*
DELETED *Exhibit DKA-E — Payroll Procedures/Schedules*
- *Policy Advisory No. 905*..... *Policy DN — School Properties Disposition*
- *Policy Advisory No. 907* *Policy JLF — Reporting Child Abuse/Child Protection*
- *Policy Advisory No. 908* *Policy JR — Student Records*
Regulation JR-R — Student Records

Mrs. Samaniego advised that the Policy Advisories came from ASBA as recommendations from the attorneys. They were discussed with the administrators during the administrators' retreat. Also, have Policy GCQE and Policy GCF-EF being presented for approval. Mr. Borane asked Mrs. Samaniego to brief the Board on Policy GCF-EF and the reason for the change. Mrs. Samaniego commented that it is an exhibit and it was placed under the hiring policy for professional hires. It outlines the process for hiring for the high school athletic program. Any hire has to go before a committee that conducts the interviews and makes a recommendation for Mrs. Samaniego's review before presenting to the Board. The exhibit outlines the initial hiring of all assistant coaches and the selection of volunteers for high school sports and provides criteria. The new head coach will be able to go through the applicants in a committee process and hire assistant coaches as he/she sees fit. All hiring recommendations made by head coaches are subject to review and approval by the school administration before Mrs. Samaniego presents for Board approval.

Mr. Lindemann asked if anyone who works in a district with children has to have a fingerprint card? Mrs. Samaniego replied yes, because this policy goes right under the hiring policy; it is a given. Mr. Lindemann commented that there isn't necessarily a job description for assistant coaches. Mrs. Samaniego replied yes, there is. Mr. Lindemann asked if they would have to meet the qualifications of the job description, too? Mrs. Samaniego replied yes. Mr. Borane commented that all and any other policies that are applicable to the policy are applied.

Mrs. Selchow asked if a head coach has an assistant coach that is not working out, is it the administrator or the head coach who makes the decision as to which assistant coach continues with the program? Mrs. Samaniego replied it is a combination of both but the head coach's opinion and experience has a lot of weight with the conversation with the athletic director, as there is an evaluation that gets done when the season is over. Mrs. Selchow asked if volunteers have an evaluation? Mrs. Samaniego replied yes, they have an evaluation at the end of the year with the athletic director and head coach.

Mr. Lindemann motioned to adopt the Policies and Policy Service Advisories as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

Q. Discussion/action on the approval of the First Reading of Policy Services Advisory:

- *Policy Advisory No. 906* *Policy IJNDB — Use of Technology Resources in Instruction*
Regulation IJNDB-R — Use of Technology Resources in Instruction

Mrs. Samaniego advised that the Policy Advisory is a summary from ASBA that was placed in the law by the Governor. The District had to create internal procedures. The new state law prohibits wireless communication devices from being used in schools by students during the school day. School day has been defined as anytime a child is in class, in the hallway, in the lunchroom, during school hours; it doesn't only mean in the classroom. It is a state law that is really working to get students to be more focused and less interruptions in academics in schools. This was previously discussed as there were many districts and states moving in this direction and Arizona came on board. Below are the internal procedures the administration is recommending as required by the new policy:

DUSD Cell Phone Policy

Students who violate the guidelines below shall be deemed to have created a disruption in the educational environment and are subject to disciplinary action. The severity of the disruption and whether other policies were also violated will determine the appropriate discipline. The Governing Board policy on Student Discipline will be used as the guideline for disciplinary action.

Enforcement and Confiscation Procedures

- 1st Offense: The device will be collected and turned into the office, the device may be picked up by the student.
- 2nd Offense: The device will be collected and turned into the office, the device must be picked up by a parent/guardian.
- 3rd Offense: The device will be collected and turned into the office, the device will be picked up by the parent/guardian after meeting with administration, the student will be subject to further disciplinary action up to suspension.
- 4th Offense: Repeat offenders will enter into a behavior contract and may be subject to further disciplinary action as set forth by school administration.

Refusal to surrender a device will result in a disciplinary referral for insubordination or failure to follow a reasonable request.

If any criminal violations may have been allegedly committed, the phone or electronic signaling device may be held or turned over to District administration or police for evidence.

Electronic devices includes - cell phones, headphones, earbuds, etc.

If a student's personal electronic device is confiscated due to a violation of this policy, it will be stored in a secure location until it is returned. While the school will take reasonable care to safeguard the device, the school is not responsible for any loss, damage, or malfunction that may occur while the device is in the school's possession. Students and parents/guardians assume full responsibility for personal devices brought to school.

Administrative Guidelines

The Superintendent shall ensure administrative procedures are developed and implemented at each school site to support this policy. Procedures may include:

- Daily check-in/check-out processes
- Use of storage containers or lockers for device security
- Logging and tracking of repeat offenses
- Clear communication to families during enrollment regarding district liability limitations

Staff Responsibility

All school staff shall consistently enforce this policy. Site leaders are responsible for training and monitoring staff to ensure fidelity of implementation. All staff who fail to adhere to the policy may be subject to corrective action.

Mr. Lindemann motioned to approve the First Reading of the Policy Service Advisory as presented. Mrs. Selchow seconded the motion.

Mr. Borane commented that many schools have these policies in place and if the device is not turned off, it causes a distraction. He is recommending that the policy include that the device be turned off.

Mr. Smith commented that he is wondering about student medical needs, as some may need their cellphone as a blood sugar monitor. He wants to make sure that medical exceptions are followed and considered.

Mrs. Selchow commented that she just wants to make sure that teachers and substitutes are well-trained and know about the new policy. What consequences will be given to students who are adamant in not giving up their devices and not following the policy? Mrs. Samaniego replied that it was discussed as it would be a refusal and considered insubordination and the discipline matrix would be followed for that. Mrs. Selchow commented that during Ms. Michel's presentation, there were some teachers who used it in their classrooms and others that don't. Mrs. Samaniego commented that it is going to fall a lot on the school administrators to have discussions with their teachers, to have consistency. Under the law, teachers can allow the use for educational purposes. We don't want teachers to say it is for educational purposes but students are just watching videos. The school administrators will need to closely monitor and address any abuse. Mrs. Samaniego commented that during the parent forums, she advised that it is not going to be perfect on the first day of school but everyone will work together during the grace period. Once the second reading is approved, the information will be sent out to all schools, staff, and parents. Mrs. Samaniego commented that she will add turning off cellphones and ensure medical excuse to the policy.

Mr. Lindemann commented that in order to get everyone on board and educated on this, in the student handbook, there should be a form that both parents and students sign that they understand the new policy and keep it on file. He is a proponent of restorative justice and doesn't want to see heavy-handedness with any of the discipline.

Mr. Ramos asked if the medical excuse could be a letter from a physician? Mrs. Samaniego replied yes.

Mrs. Samaniego commented that offenses will be on a quarter basis and reset every quarter.

Mrs. Noemi Escalante commented that both middle schools have similar internal policies in place. She agrees that cellphones should be turned off.

Mrs. Selchow asked about Apple Watches? Mrs. Samaniego replied that it was discussed but not added to the internal policy. Mr. Borane commented that the statute is very clear. Mrs. Samaniego commented that the policy states, etc. and it is not listed explicitly. Mr. Borane asked for the Apple Watch to be added to the policy.

Mrs. Katie Walker commented there was an extensive discussion about watches, however, if they're using it to tell time, that it is acceptable but if it becomes a problem, it can be confiscated.

There being no further discussion, motion carried 5/0.

R. Discussion/action on the approval of a clear backpack mandate for both middle schools.

Mrs. Samaniego advised that the middle school principals are recommending that there be a clear backpack mandate.

Mr. Lindemann motioned to approve the clear backpack mandate for both middle schools as presented. Mr. Smith seconded the motion.

Mr. Lindemann commented that no one is going to fault the reasoning but he is not going to support this, not right now. There are 734 students at the middle schools and all of those parents have less than 30 days to come up with this if the Board mandates it. He doesn't want to put a hardship on the parents at all. This should have been brought to the Board six months ago because parents need time. Parents have multiple students and will be scrambling. He is not comfortable with this at all. He moved to approve for discussion but will not be supporting.

Mrs. Samaniego commented that this was brought to her a couple of weeks ago and there is less than 30 days before school starts. Parents do need to be given enough time especially with a change like this. If the Board doesn't approve, she can work with the principals for next year.

Mr. Lindemann commented that the high school went to a clear backpack because of an incident and Mrs. Escalante just mentioned that they don't have that many incidents of cellphones. In the future, the parents and students can be prepared but not at this time.

Mr. Borane asked if the Board would like to bring this back in December for the second semester, to allow parents to prepare. Mr. Lindemann replied yes, have to allow parents to grow into this change and prepare. Mrs. Samaniego replied yes, she feels comfortable too. Mr. Ramos commented that parents should be advised that it is going to be done in the future or in December. Mrs. Samaniego commented that doing it in the second semester might cause a financial burden for families too. Her recommendation would be to implement it for the following school year.

Mr. Lindemann withdrew his motion and Mr. Smith withdrew his second. There being no objection, the motion is withdrawn. The administration will bring it back in December for consideration.

IV. EXECUTIVE SESSION:

The Governing Board may vote to convene into executive session, pursuant to A.R.S. § 38-431.03 (A) (1) for the following personnel matter:

- A. Consider certified teacher's request to be released from her fiscal year 2025-2026 contract and consideration of whether or not to waive liquidated damages.
- B. Consider certified teacher's request to be released from her fiscal year 2025-2026 contract and consideration of whether or not to waive liquidated damages.

No Board action is taken during executive session. Should the employee wish to have the executive session dealing with the matter pertaining to that employee held in open session, it shall be conducted in open session following the executive session at this point in the agenda.

Mr. Lindemann motioned to enter into executive session. Mrs. Selchow seconded the motion. Motion carried 5/0.

Meeting moved into executive session at 5:53 p.m. Return to open session at 6:05 p.m.

V. OPEN SESSION:

A. Discussion/action on the request of the release of the fiscal year 2025-2026 contract submitted by Mrs. Brittany Darus, Band Teacher (PHMS).

Mrs. Samaniego advised that her recommendation is to approve the release of contract with liquidated damages of \$1,000.00 and rehireable status.

Mr. Lindemann motioned to approve the request of the release of the Fiscal Year 2025-2026 contract submitted by Mrs. Brittany Darus, with liquidated damages of \$1,000.00 and rehireable as presented. Mr. Smith seconded the motion. Motion carried 5/0.

B. Discussion/action on the request of the release of the fiscal year 2025-2026 contract submitted by Ms. Marian Olguin, Teacher (Stevenson).

Mrs. Samaniego advised that her recommendation is to approve the release of contract with liquidated damages of \$1,000.00 and rehireable status.

Mr. Smith motioned to approve the request of the release of the Fiscal Year 2025-2026 contract submitted by Ms. Marian Olguin, with liquidated damages of \$1,000.00 and rehireable as presented. Mrs. Selchow Smith seconded the motion. Motion carried 5/0.

VI. INFORMATION ITEMS:

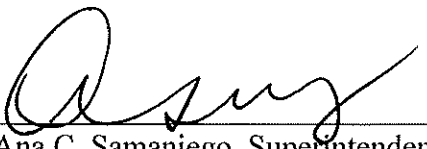
A. Announcements

- Special Board Meeting July 11, 2025 at 4:00 p.m.
- Public Hearing/Budget Adoption July 11, 2025 at 4:30 p.m.
- First Day of School July 30
- Next Regular Board Meeting August 5

VII. ADJOURNMENT:

There being no further business, Mr. Lindemann motioned to adjourn the meeting. Mrs. Selchow seconded the motion. Motion carried 5/0. The meeting was adjourned at 6:07 p.m.

Minutes prepared by Alma Valenzuela, Executive Secretary. The Board at its meeting on March 3, 2026, approved these minutes.



Ana C. Samaniego, Superintendent