

**VERNON ELEMENTARY SCHOOL DISTRICT NO. 9**  
**90 CRN 3139 • PO BOX 89 • VERNON, ARIZONA 85940**  
**TELEPHONE: 928-537-5463 • FAX: 928-537-1820**

**NOTICE OF PUBLIC MEETING OF THE GOVERNING BOARD  
OF VERNON ELEMENTARY SCHOOL DISTRICT # 9**

**Governing Board**

**Mr. John Wilhelm – President - Mrs. Deanna Hunt – Clerk**  
**Mr. Steve Harmon - Member – Mrs. Irene Humphrey – Member – Mr. Bill Stulce – Member**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Vernon Elementary School District No. 9 Governing Board and to the general public that the Vernon Elementary School District No. 9 Governing Board will hold a public meeting open to the public on **August 11, 2020, 5:30 PM**, at 90 CRN 3139, Vernon, AZ, 85940. The Vernon Elementary School District No. 9 Governing Board may vote to convene in executive session which shall not be open to the public pursuant to A.R.S. §38-431.03(A)(3) for legal advice from the District's Attorney(s) on any matter on this agenda marked with an asterisk (\*). The District's Attorney(s) may appear telephonically.

The Governing Board reserves the right to change the order of the items on the agenda, with the exception of public hearings and bid awards.

**PUBLIC MEETING AGENDA – AUGUST 11, 2020**

**I. CALL TO ORDER** (*Mr. Wilhelm Action*)

**II. ROLL CALL** (*Mr. Wilhelm Action*)

**III. ADOPTION OF THE AGENDA** (*Mr. Wilhelm, Action*)

**IV. PLEDGE OF ALLEGIANCE AND PRAYER**

**V. CALL TO THE PUBLIC**-Community members are invited to share their questions, comments, or concerns with the School Board. Per Policy BEDH – Any individual desiring to address the Board shall complete a form (Request to Address Board) and give this form to the District Administrator prior to the start of the Board Meeting. When speaking, citizens should state their name and address for the record, and limit their presentation to three minutes. The Governing Board members are not permitted to discuss or take legal action on matters raised during open call to the public unless the matters are properly noticed for discussion and legal action. However, the law permits Board members to do the following at the conclusion of the open call to the public: (a) Respond to criticism made by those who have addressed the Board; (b) Ask staff to review a matter; or (c) Ask that a matter be put on a future agenda.

**VI. SUPERINTENDENT'S COMMENTS/REPORTS** (*Dr. Barajas, Information*) • Summary of Current Events.

**VII. CONSENT AGENDA** - The Board may vote to pull an item off of the Consent Agenda for Board Discussion and Board Action and may vote on that item separately from those items contained in the Consent Agenda. Names and details may be viewed at the District's Business Office and copies of the minutes may be viewed on the District website or obtained by contacting the District Office. Copies of vouchers may be viewed by contacting the District Office.

- 1) Approval of the July 14, 2020 Public Hearing Agenda Minutes and July 11, 2020 Regular Agenda Minutes as presented.
- 2) Approval of Payroll Vouchers: #2 – \$14,677.01 #3 - \$76,960.97.  
Approval of Expense Voucher #2031 - Skipped. - # 2032 - \$526.44. #2033 - \$6,499.75. #2101 - \$37,815.47.  
#2102 - \$71,073.38 - #2103 - \$77,597.54
- 3) Approval of Personnel Reports.
- 4) Approval of Accounts: Revolving Account Summary - July \$2,500.00

Student Service Fund Account Summary - July \$50.00 Food Service Account Summary - July \$50.00  
Student Council Fund - Summary - July \$221.78 8<sup>th</sup> Grade Fundraisers Summary - July \$812.87

#### VIII. OLD BUSINESS - None

#### IX. NEW BUSINESS

- 1) Discussion and possible action regarding the approval to continue using ADOT Equipment Services for bus repairs, IGA (Inter Governmental Agreement), from July, 1 2020 to June 30, 2021, in accordance with §A.R.S. 15-382. *(Mr. Wilhelm action)*.
- 2) Discussion and possible action regarding the approval of Policy Service Advisory's #672 - #676. *(First Reading, no action required)*.  
Policy Advisory No. 672 ..... Regulation GBGB-R — Staff Personal Security and Safety  
Policy Advisory No. 673 ..... Policy IHA — Basic Instructional Program  
Policy Advisory No. 674 NEW ..... Regulation JICA-RB — Student Dress  
Policy Advisory No. 675 ..... Policy KB — Parent Involvement in Education  
Policy Advisory No. 676 NEW ..... Regulation KI-RB — Visitors to Schools
- 3) Discussion and possible action regarding the approval of adding Joyce Madrid as a signer for VESD's Chase account for the 20-21 School year. *(Mr. Wilhelm action)*.
- 4) Discussion and possible action regarding the approval of the Superintends 90 Day Plans as part of Performance Pay Criteria. *(Mr. Wilhelm action)*.
- 5) Discussion and possible action regarding the approval of the COVID-19 Liability Coverage Endorsement No. 10 for the Arizona School Risk Retention Trust Inc. for the 2020-2021 School year. *(Mr. Wilhelm action)*.

FUTURE MEETINGS/LOCATIONS – September 8, 2020 – October 13, 2020 (Fall Break)

Location - VESD Library - 90 CRN 3139 Vernon, Arizona 85940

#### X. ADJOURNMENT

Dated this 6<sup>th</sup> day of August 2020

By: Karol Coffman Governing Board Secretary

Vernon Elementary School District #9 Governing Board

Persons with a disability may request a reasonable accommodation. Contact the District office at (928) 537-5463. Requests should be made as early as possible.

The district's workers' compensation insurer will investigate the claim to determine if the COVID-19 condition arose out of and in the course of employment, and Arizona workers' compensation statutes will be followed in making any compensability decisions.

**What is the investigation process for workers' compensation claims that are filed when an employee claims he or she contracted COVID-19 on the job?**

For teachers and other district staff, if an employee believes that he or she has contracted COVID-19 due to an exposure while on the job, the claim will be reported as a workers' compensation claim. The district's workers' compensation insurer will investigate the claim to determine if the COVID-19 condition arose out of and in the course of employment, and Arizona workers' compensation statutes will be followed in making any compensability decisions.

## **PROPERTY COVERAGE**

**How does the coverage for disinfecting campuses work?**

If there is a COVID-19 outbreak at school, coverage may exist for disinfecting the school through Coverage Agreement Appendix A.3 (All-Risk Property), Section 14.4, formerly known as "no-fault mold." The Trust expanded this coverage effective March 2020 to include viruses such as COVID-19.

## **ADDITIONAL RESOURCES**

**What other resources are available to assist the district?**

The following resources are provided as a supplement to this communication:

- [Trust Coverage Agreement, Appendix A.1 \(General Liability and Professional Liability\), Endorsement No. 10 \(COVID-19 Liability\)](#)
- Template acknowledgment form, waiver form, and cover letters (available on the [Trust website](#))
- [Other COVID-19-related documents](#)

**What should the district do if a parent/guardian (K-12) or student (college) has refused to sign the waiver or acknowledgment form?**

The Trust recommends that districts encourage, but not require, distance learning for students whose parents/guardians refuse to sign a waiver or acknowledgement form.

**Considering that districts are legally required to provide a public education to students, how can we limit attendance at in-person school if the parent chooses not to sign the waiver or acknowledgment form?**

This is a reasonable concern. This is why the Trust recommends that districts encourage, but not require, distance learning for students whose parents/guardians refuse to sign a waiver or acknowledgement form.

**Are the waiver and/or acknowledgment forms applicable for district staff/employees?**

No. Workers' compensation is already established as the sole remedy for on-the job injuries or illnesses in Arizona, per Arizona Revised Statutes § 23-1022.

For teachers and other district staff, if an employee believes that he or she has contracted COVID-19 due to an exposure while in the workplace, the claim will be reported as a workers' compensation claim. The district's workers' compensation insurer will investigate the claim to determine if the COVID-19 condition arose out of and in the course of employment, and Arizona workers' compensation statutes will be followed in making any compensability decisions.

### **WORKERS' COMPENSATION COVERAGE**

**If we add the liability coverage endorsement, does it apply to employees?**

No, because workers' compensation is already established as the sole remedy for on-the job injuries or illnesses in Arizona, per Arizona Revised Statutes § 23-1022.

**If an employee thinks he or she has contracted COVID-19 while on the job, how should claims be reported?**



If the district is a member of the Arizona School Alliance for Workers' Compensation, Inc. (the Alliance), claims can be reported through the usual protocol by calling 1.888.252.4689, and pressing 3.

If the district is not a member of the Alliance, the claim should be reported to the district's workers' compensation carrier.



Districts may choose to post signs around campus. However, for purposes of meeting the coverage endorsement's pre-conditions, the Trust requests that waivers or acknowledgment forms be signed.

**Should we use both the waiver and the acknowledgment form, or choose one?**



Districts may choose which document to use. It is not necessary to use both.

**Are there community college versions of the waiver and acknowledgment forms?**

Yes. Community college versions are available on the [Trust website](#).

**Where can I get template copies of the waiver, acknowledgment form, and cover letters for both?**

On the [Trust website](#).

**Are the waiver, acknowledgment form, and cover letters available in Spanish?**

Yes, Spanish versions of the forms are available on the [Trust website](#).

**Should visitors sign one of these forms?**

Districts may seek signed waiver or acknowledgement forms from visitors. Districts should also be limiting visitors' presence on campus and at district facilities.

**If school districts and community colleges are granted immunity from COVID-19 claims through either state or federal legislation, are the waiver and acknowledgment forms needed?**

Waivers and acknowledgement forms should be utilized until legislation is passed, the effect of the legislation is analyzed, and the Trust removed waivers and acknowledgment forms as a condition to coverage.

**How do these forms protect us?**

If a student or a student's family files a lawsuit against a district relating to COVID-19, a signed waiver or acknowledgement form may mitigate or reduce the district's liability. Juries in Arizona must consider and compare the respective "fault" of all parties to a lawsuit. Included in a party's "fault" is the degree to which the party may have assumed the risk of an injury or illness. Thus, the waiver and acknowledgement forms are relevant to the jury's analysis of which parties bear fault, including which parties knowingly assumed the risks associated with an injury or illness.

## **TRUST COVID-19 LIABILITY ENDORSEMENT: COVERAGE QUESTIONS**

### **What date is this coverage effective?**

The coverage will be retroactive to July 1, 2020 if the endorsement is signed and returned by September 15, 2020. After that, coverage will be effective on the date the endorsement is signed.

### **If we do not add the optional coverage endorsement, will we have coverage for legal defense costs?**

Although coverage determinations will be made based on the specific facts of each claim, coverage for claims relating to COVID-19, including coverage for defense costs, is excluded in the absence of this endorsement.

### **What is the investigation process for claims that are filed?**

If a claim is filed against a district that purchased the COVID-19 endorsement, the Trust will assign defense counsel to investigate the claim and defend the district.

### **If a person enters our facility and subsequently claims to have contracted COVID-19, we would most likely not have a signed waiver. How would that be covered?**

Subject to evaluation of the claim, districts that purchase the COVID-19 endorsement will be covered for such claims at the limits specified in the endorsement, and the \$20,000 deductible will apply. This scenario, however, highlights the importance of following strict health and safety guidelines for anyone entering a campus or district facility.

## **WAIVER AND ACKNOWLEDGMENT FORMS**

### **If our district is planning to ask parents/guardians (or students, for community colleges) to sign the waiver or acknowledgment form electronically, is that sufficient?**

Yes, an electronically signed form will be sufficient.

### **Does the Trust have to approve or sign off on our waiver or acknowledgment form?**

No, although our preference is that the forms you use are substantially similar to the samples we provided during the week of July 20.

### **Could our district post a waiver or acknowledgment form by all entryways instead of having each parent/guardian (K–12) or student (colleges) sign the forms?**



## TRUST COVID-19 LIABILITY ENDORSEMENT: DEDUCTIBLES

### How are the deductibles structured?

Similar to the pre-conditions, we are offering various deductible options to encourage and incentivize all parties to reduce liability as much as possible. The following deductibles will apply, and may vary on a case-by-case basis:

- \$0 each occurrence for claims relating to a student for whom the district has obtained a signed waiver, release, and assumption of risk form.
- \$10,000 each occurrence for claims relating to a student for whom the district has obtained a signed acknowledgment and disclosure form.
- \$20,000 each occurrence for claims with no waiver, release, and assumption of risk form and no acknowledgment and disclosure form in place relating to the claim.

### Why are deductibles tied to the use of waivers and acknowledgment forms?

The Trust is doing its part to address the liability issue by offering a coverage solution where coverage previously did not exist. The district can do its part by following health and safety guidelines from ADE, CDC, and local public health departments, and by ensuring that parents/guardians sign a waiver or an acknowledgment form. (A waiver is preferred, but an acknowledgement is acceptable.) Finally and importantly, parents/guardians can do their part by signing one of the two forms, noting that they understand the guidelines that the district is implementing and the district's expectations of parents and their students.

We understand that waivers may be a contentious option in your district. However, juries in Arizona must consider and compare the respective "fault" of all parties to a lawsuit. Included in a party's "fault" is the degree to which the party may have assumed the risk of an injury or illness. Thus, the waiver and acknowledgement forms are relevant to the jury's analysis of which parties bear fault, including which parties knowingly assumed the risks associated with an injury or illness.

### **If a parent/guardian (K-12) or student (college) refuses to sign the waiver or acknowledgment form, and subsequently files a claim, does that claim result in the \$20,000 deductible?**

Subject to evaluation of the claim, districts that purchase the COVID-19 endorsement will be covered for such claims at the limits specified in the endorsement, and the \$20,000 deductible will apply. This scenario, however, highlights the importance of following strict health and safety guidelines for anyone entering a campus or district facility.

## **Why aren't the limits through the coverage solution as high as the Trust's standard liability limits?**

Liability limits will not be as high as those typically offered under our liability program due to the lack of reinsurance coverage for this solution. It would be irresponsible for the Trust—as steward of our 247 members' funds—to subject the pool's surplus to claims with an unknown and potentially unlimited exposure. That could risk the pool's financial health and future. We must instead maintain proper funding so that we can continue to handle our members' standard, insurable claims in the areas of property, auto liability, cyber liability, general liability, and more.

## **TRUST COVID-19 LIABILITY ENDORSEMENT: PRE-CONDITIONS**

### **What are the pre-conditions to coverage?**

The pre-conditions to coverage listed below will apply so as to encourage and incentivize all parties to reduce liability as much as possible:

- For all students, and in a form approved by the Trust, the district must use either: (1) an acknowledgment and disclosure form relating to COVID-19; or (2) a waiver, release, and assumption of risk form relating to COVID-19.
- The district must implement a reopening plan that incorporates guidelines issued by the Arizona Department of Education (ADE) for K-12 districts and Centers for Disease Control and Prevention (CDC) for community college districts.

### **Does the Trust have to approve the district's waiver or acknowledgment form before we can add the endorsement?**

No. However, if substantial changes are made to the Trust-provided waiver or acknowledgment form, it might be prudent to provide the form to your district's member services coordinator for review.

### **Does the Trust have to approve the district's reopening plans before we can add the endorsement?**

No, it is up to each district to ensure that its plan is compliant with ADE (K-12 districts) and CDC (community colleges) guidelines. (If a claim were reported, however, Trust staff would likely ask for the district's plan as part of the coverage determination.) Additionally, we recommend consulting local public health guidelines.

### **If a parent/guardian (K-12) or student (college) refuses to sign the waiver or acknowledgment form, can the district be denied coverage under the endorsement?**

If a waiver or acknowledgment form is generally used but some parents or students refuse to sign one, the district would not be denied coverage.



## Can the district use CARES Act funds to pay for the endorsement?

We've heard conflicting information as to if district contributions/premiums may be payable using federal CARES Act funds. As updates or changes are received, we'll communicate to members.

## TRUST COVID-19 LIABILITY ENDORSEMENT: LIMITS

### What limits are available under the endorsement?

The following limits for claims and lawsuits will apply:

- \$1,000,000 each occurrence, including defense costs and indemnity payments.
- \$10,000 per claimant in indemnity coverage, provided that the other limits identified herein are not exhausted.
- \$2,000,000 annual aggregate per district, including defense costs and indemnity payments.
- ✶ • \$25,000,000 shared annual aggregate for all districts, including defense costs and indemnity payments.

### Please explain in layman's terms how the limits will work.

The paragraph below is intended to illustrate how the limits would apply in a hypothetical example. Again, this example does *not* supersede the Coverage Agreements. For any variance between the example and the Coverage Agreements, the Coverage Agreements govern.

If a claim alleges that a student contracted COVID-19 while at the district/school, that student would be considered a "claimant," and a \$10,000 indemnification limit would apply. If that student passes the illness to his/her family and the family members assert a claim alleging that they contracted the illness from the student, each affected family member would be considered a claimant, and a \$10,000 indemnification limit would apply to each. The \$1,000,000 limit would apply per "occurrence," regardless of the number of claimants. This limit includes indemnity payments as well as any defense costs.

Each district would have a \$2,000,000 aggregate limit for the year, which means that no more than \$2,000,000 would be paid on behalf of any district in the form of indemnity payments and defense costs for claims in the July 1, 2020 to June 30, 2021 period.

Finally, under the shared annual aggregate for all districts, the most the Trust will pay out in indemnity payments and defense costs for all members who add the endorsement is \$25,000,000.

ADM/FTSE RANGE	ANNUAL COST
0-500	\$5,000
501-2,500	\$20,000
2,501-5,000	\$45,000
5,001-10,000	\$75,000
10,001-20,000	\$100,000
20,000+	\$150,000

**Will we pay the authorized insurance representative fee on top of the contribution amount?**

No, the authorized insurance representative fee will not be applied on top of the contribution amount.

**For K-12 members, what average daily membership (ADM) will be used in providing the district with a quote?**

The Trust will use the ADM collected on the district's 2020/2021 Exposure Summary.

**For community colleges, will you use historical or current full-time student equivalent (FTSE) when providing the college with a quote?**

The Trust will use the FTSE collected on the college's 2020/2021 Exposure Summary.

**Will the contribution be returned to the district if federal or state legislation is passed granting immunity to school districts and community colleges?**

The Trust has stated that it is not its intent to receive a windfall of profits arising from COVID-19. If legislation is passed granting public entities such as school districts and community colleges immunity from COVID-19-related claims, the Trust will return unused funds to members through the Trust Loyalty Credit Program. If applicable, additional steps on this process will be communicated with members as soon as information becomes available.

*yes  
returned  
if we are  
granted  
immunity*

**When are contributions due?**

Contributions are due within 30 days of the invoice being sent.



services. These forms were developed in response to requests from Trust members. They are intended as a tool to help districts make the fiscally prudent decisions necessary to bring students and teachers back to school safely.

Although districts are taking numerous steps to protect students, staff, and the community from the spread of COVID-19, it is impossible to reduce the risk to zero. As an example, students may contract COVID-19 outside of school, show no symptoms at all, and unintentionally infect a classmate. The forms are another way of acknowledging that no matter how hard districts try, they cannot control every environmental variable.

The Trust understands that there isn't a "one size fits all" approach to this issue, and that districts around the state will handle it differently. Some may choose to utilize the acknowledgment form, some the waiver, and some neither.

#### **TRUST COVID-19 LIABILITY ENDORSEMENT: ADDING THE ENDORSEMENT**

**What do we need to provide to the Trust in order to add the endorsement?**

If you are interested in adding the endorsement, please notify your district's member services coordinator. The coverage endorsement will be sent to the district for signature, after which an invoice will be provided.

**What date will the coverage be effective?**

If members wish to add the endorsement, coverage can be made retroactive to July 1, 2020. This means that for any claims alleging a COVID-19 transmission on or after July 1, 2020, coverage would apply.

If districts want the coverage retroactive to July 1, 2020, the endorsement must be signed and returned to the Trust by September 15, 2020. After that, coverage will be effective on the date the endorsement is signed.

**Is there a deadline for our district to add the coverage endorsement?**

If districts want the coverage retroactive to July 1, 2020, the endorsement must be signed and returned to the Trust by September 15, 2020. After that, coverage will be effective on the date the endorsement is signed.

#### **TRUST COVID-19 LIABILITY ENDORSEMENT: CONTRIBUTION/PREMIUM**

**How much will districts pay for the endorsement?**

To purchase the coverage, districts will be asked to pay a contribution/premium ranging from \$5,000 to \$150,000, based on the district's size, as outlined in the table below. Authorized insurance representative will not be paid on this line of coverage.

## TRUST COVID-19 LIABILITY COVERAGE: OVERVIEW

The issue of coverage related to COVID-19 is one that school districts nationwide are grappling with. To date, the Arizona School Risk Retention Trust, Inc. (the Trust), has communicated with its members regarding the coverage exclusion, a proposed coverage solution, and optional waiver and acknowledgement forms. The news media have been involved in communication on these topics as well. In some cases their reporting has been accurate. In others it has not.


This document contains the correct background information, updates on our current position, and guidance on next steps. You may have seen or heard some of this information before. We believe it important, however, to reinforce the correct information you've been provided, correct any erroneous information that's circulating, and update you on the latest developments.

*Please note that the summary of information below is not intended to alter or supersede the Trust Coverage Agreements, nor does it guarantee coverage in the event of a claim. For any variance between this communication and the Coverage Agreements, the Coverage Agreements govern.*

### BACKGROUND

#### **Why was coverage for COVID-19-related liability claims originally excluded?**

Before the start of each fiscal year, the Trust works with our reinsurance partners—companies that provide additional limits—to coordinate their coverage with ours. As part of this process for the 2020/2021 renewal, our reinsurers notified us that there would be an organic pathogen exclusion in their policies—one similar to an exclusion that is widely used in the insurance industry. The logic of this exclusion is that, similar to proving the source of a cold or the flu, there is essentially no way of knowing where or how someone contracts COVID-19; there are simply too many avenues for exposure.

 Without this protection against potentially catastrophic losses, the Trust had no choice but to follow suit and exclude COVID-19 liability claims from member coverage effective July 1, 2020.

In the wake of the news from our reinsurers, however, the Trust also investigated options for providing COVID-19 liability coverage to districts in the absence of reinsurer support. A proposed solution—outlined further below—was presented to and approved by the Trust board at its meeting on August 4, 2020.

#### **Why were the acknowledgment forms and waivers provided to members?**

During the week of July 20, the Trust communicated with members regarding the coverage exclusion, the potential solution, and optional waiver and acknowledgment forms that districts could consider using in support of in-person education and/or



3. **CONDITIONS:**

3.1 The following conditions to coverage apply under this Endorsement:

3.1.1 The District must utilize a parent/guardian Acknowledgment and Disclosure Form or a Waiver, Release, and Assumption of Risk Form relating to the COVID-19 virus, in a form approved by the Trust, for all on-site students.

3.1.2 The District makes a good faith effort to implement a reopening plan that incorporates applicable guidelines issued by the Arizona Department of Education (ADE) for K-12 Districts, and Centers for Disease Control and Prevention (CDC) for Community College Districts.

3.1.3 Except as modified by this Endorsement, this coverage is subject to all provisions, exclusions, definitions, terms, and conditions of the Appendix to which this Endorsement is attached.

I, the undersigned, as the District Authorized Representative of Vernon Elementary School District No. 9 do hereby accept, on behalf of the above-named District, the coverage indicated above. I understand that no coverage, even if accepted, is in place if the corresponding contribution for the endorsement has not been paid to the Trust by the due date established by the Trust. I further represent and confirm that all information previously provided to the Trust by the District in the Exposure Summary for the applicable coverage period is accurate and complete.

Contribution for Appendix A.1 Endorsement 10 COVID-19 Liability Coverage: **\$5,000**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

ARIZONA SCHOOL RISK RETENTION TRUST, INC.

ENDORSEMENT NO. 10

COVID-19 LIABILITY

This Endorsement is retroactive to July 1, 2020, if added by September 15, 2020. If added after September 15, 2020, coverage is effective on the date the Endorsement is signed. Notwithstanding Section 2.34 of the Appendix to which this Endorsement is attached, coverage is provided as follows:

1. COVERAGE PROVIDED:

Subject to the Limits of Liability expressly stated in this Endorsement, the Trust agrees to pay those sums that the District becomes legally obligated to pay as Damages by reason of liability imposed upon the District by law because of Bodily Injury or Property Damage caused by an Occurrence which occurs during an Agreement Period, and which arises out of the actual, alleged or threatened infectious, pathogenic, toxic or other harmful properties of the COVID-19 virus.

2. LIMITS OF LIABILITY/UNDERLYING LIMITS:

2.1 The Trust's Limit of Liability for Claims or Lawsuits covered by the terms and conditions of this Endorsement shall not exceed:

2.1.1 \$1,000,000 each Occurrence, including Defense Costs and indemnity payments.

2.1.2 \$10,000 each claimant in indemnity coverage, provided that the other limits identified herein are not exhausted.

2.1.3 \$2,000,000 Annual Aggregate per District, including Defense Costs and indemnity payments.

2.1.4 \$25,000,000 Annual Aggregate all Districts, including Defense Costs and indemnity payments.

2.2 The following deductibles will apply:

2.2.1 \$0 each Occurrence for Claims relating to a student for whom the District has obtained a signed Waiver, Release, and Assumption of Risk Form.

2.2.2 \$10,000 each Occurrence for Claims relating to a student for whom the District has obtained a signed Acknowledgment and Disclosure Form.

2.2.3 \$20,000 each Occurrence for Claims with no Waiver, Release, and Assumption of Risk Form or Acknowledgment and Disclosure Form in place relating to the Claim.



## Vernon Elementary School District Superintendent's 90 Day Action Plan

<b>School:</b> Vernon Elementary School District	<b>Superintendent:</b> Dr. Monica Barajas
<b>Vision for Improvement:</b> Improve teaching and learning with online distance learning.	<b>Review Dates:</b> Week of October 26, 2020 December 3, 2020= 90th Day

<b>Area of Focus</b>	<b>Root Cause Analysis</b>	<b>Actions</b>	<b>Responsible Person</b>	<b>Timeline/Dates</b>	<b>Evidence of Progress</b>
<i>What specific problem are you trying to solve?</i>	<i>Why does this challenge exist?</i>	<i>List one or more specific actions you will take to address the root causes of your challenge.</i>	<i>Who is responsible for ensuring that the action is completed?</i>	<i>When will you accomplish each action?</i>	<i>Identify what measureable evidence will indicate progress toward your goal.</i>
1. Lack of experience teaching online.	1. COVID-19 Pandemic 2. Lack of support 3. Trained in person teaching	1. Encourage all staff members to have a growth mindset. 2. Specific to teachers, schedule times for teachers to collaborate in a professional learning community. 3. Provide professional development to assist teachers with online distance learning strategies.	1. Superintendent & All staff 2. Superintendent/ Teachers 3. Superintendent/ Teachers	1. Daily-Ongoing 2. Schedule for teachers done during Boot Camp July 27, 2020 3. Ongoing	1. Consistent observations of teachers providing instruction online. RTI Binder. 2. Sign in sheets 3. Sign in sheets

## Vernon Elementary School District Superintendent's 90 Day Action Plan

<b>School:</b> Vernon Elementary School District	<b>Superintendent:</b> Dr. Monica Barajas
<b>Vision for Improvement:</b> <b>Data Driven Instruction</b> <b>*Response to Intervention (ELA &amp; Math)</b>	<b>Review Dates:</b> <b>Week of October 26, 2020</b> <b>90 Day = December 3, 2020</b>

<b>Area of Focus</b>	<b>Root Cause Analysis</b>	<b>Actions</b>	<b>Responsible Person</b>	<b>Timeline/Dates</b>	<b>Evidence of Progress</b>
<i>What specific problem are you trying to solve?</i>	<i>Why does this challenge exist?</i>	<i>List one or more specific actions you will take to address the root causes of your challenge.</i>	<i>Who is responsible for ensuring that the action is completed?</i>	<i>When will you accomplish each action?</i>	<i>Identify what measureable evidence will indicate progress toward your goal.</i>
1. Lack of consistency learning ELA and Math due to COVID-19 Pandemic	1. Students have been physically out of school since March 2020. 2. Paper work packets for students to complete on their own. 3. Minimal understanding of content knowledge and application.	1. Assess each individual student at grade-level ELA and Math. 2. Provide instruction in small groups to meet the academic needs of each student. Offer of-office hours. 3. Assist teachers on writing individual student action plans for fidelity to RTI.	1. Superintendent/ Teachers 2. Superintendent/ Teachers 3. Superintendent/ Teachers	1. Ongoing 2. Ongoing 3. Ongoing	1. Galileo and multiple forms of assessments. 2. Attendance and participation in small groups. 3. Principal will formally grade RTI notebooks and provide teachers with a score on the RTI notebook rubric and check for formative assessment results.

Name Courtney Snow  
Title

Thank you,



**Michelle Figueroa-Pfile** | Business Solutions Representative | Chase Business Banking | Government & Not-for-Profit | Phone (480) 506-2227 | Fax (844) 372-7906 | 2104 E Elliot Road, Tempe, AZ 85283 | [Michelle.Figueroa-Pfile@chase.com](mailto:Michelle.Figueroa-Pfile@chase.com)

If you are not 100% satisfied with my service or your experience with Chase at any time, please let me or my manager know right away. Thank you for choosing Chase.

Shannon Bodnar | Area Manager | Chase Business Banking | Government & Not-for-Profit | Phone (480) 506-2221 | Cell: 480-232-7104 | Fax (480) 648-0968 | 2104 E Elliot Road, Tempe, AZ 85283 | [shannon.bodnar@chase.com](mailto:shannon.bodnar@chase.com)

For excellent service, log on to [www.chase.com](http://www.chase.com) or call our Business Platinum Service Line @ 877-425-8100.

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We care about your security and privacy. Please don't include identifying information like account numbers and Social Security numbers in emails to us. Call us instead, or send the information by fax or regular U.S. mail.

This message is confidential and subject to terms at: <https://www.jpmorgan.com/emaildisclaimer> including on confidential, privileged or legal entity information, malicious content and monitoring of electronic messages. If you are not the intended recipient, please delete this message and notify the sender immediately. Any unauthorized use is strictly prohibited.



## Monica Barajas

---

**From:** Figueroa-Pfile, Michelle <michelle.figueroa-pfile@chase.com>  
**Sent:** Tuesday, July 14, 2020 5:56 PM  
**To:** Monica Barajas  
**Subject:** follow up  
**Attachments:** Michelle Figueroa-Pfile.vcf

Hello Dr. Barajas,

It was very nice to speak with you today. I understand you need to make some signer changes and I am sending you a simple example below and for any new signers we will require 2 forms of ID from each new signer. The authorized representative and all new signers will need to be at a scheduled appointment and as I recall you removing the current authorized representative. Please be sure to list who the new representative will be designated and they will need to be at the appointment as well.

I will need you to send all documentation directly to me by email and I will have the documents prepared for the branch signing.

If any of the signers being removed from the account access [Chase.com](https://www.chase.com) we will first need to transfer any business solutions used by that individual to ensure no data is lost. We will then remove the signer(s). Please contact me with any questions.

---

Here is the template to add Allison:

- Letter/Meeting Minutes needs to be on letterhead.
- Please send 2 forms of ID for Allison
- Identify all impacted accounts via the last four numbers of each account

---

Effective immediately the following individual is identified as the authorized representative empowered to make changes to all existing accounts and open new accounts with JPMorgan Chase Bank:

Name: Courtney Snow Title: President/ Secretary/ Acting Secretary (select one).

In addition the following changes are needed:

Account #: [REDACTED]

Delete: Name(s):

Add: Name(s): Allison Wurtz

Sincerely,

**KI-RB ©**

**REGULATION**

**VISITORS TO SCHOOLS**

**(Cloth Face Coverings)**

All persons, including, but not limited to, staff, students, vendors, visitors, and volunteers, shall wear a cloth face covering while on any District property, in any District facility, at any District event, whether indoors or outdoors, and in any District vehicle, including District busses or vehicles rented or leased by the District.

Cloth face coverings should not be worn by:

- A. Children under the age of 2;
- B. Anyone who has trouble breathing;
- C. Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

The Superintendent may make exceptions to the requirement to wear a cloth face covering while keeping in mind the health and safety of everyone involved.

Cloth face coverings are to fully cover a person's nose and mouth, ideally fitting snugly but comfortably against the sides of the face and under the chin. They are to remain affixed in place without the use of one's hands and are to not have holes. They are to be laundered regularly or disposed of appropriately.

A cloth face covering does not replace the need for frequent handwashing, covering coughs and sneezes, and practicing physical distancing (six feet [6'] away) to the extent possible. Individuals are to be reminded to avoid touching their cloth face covering and to wash their hands frequently. To ensure the proper use of cloth face coverings, staff and students are to be educated on how to wear and care for their cloth face coverings.

B. If the requested information is denied or is not received by the parent within fifteen (15) calendar days:

1. The parent may submit to the Governing Board a request for the requested information, and
2. The Governing Board shall consider the request at the next scheduled meeting of the Board on which the request can be properly noticed. If the request cannot be properly noticed on the next scheduled meeting agenda, the Governing Board shall formally consider the request at the next subsequent public meeting of the Governing Board.

Adopted:

**LEGAL REF.:**

A.R.S.

1-601

1-602

15-101

15-102

15-110

15-113

15-117

15-249

15-341

15-351

15-721

15-722

15-730

**CROSS REF.:**

ABA - Community Involvement in Education

IHBD - Compensatory Education

IJ - Instructional Resources and Materials

IJND - Technology Resources

JHD - Exclusions and Exemptions from School Attendance

KDB - Public's Right to Know/Freedom of Information



- B. Efforts to encourage the development of parenting skills.
- C. The communication to parents of techniques designed to assist the student's learning experience in the home.
- D. Efforts to encourage access to community and support services for children and families.
- E. The promotion of communication between the school and parents concerning school programs and the academic progress of the parents' children.
- F. Identifying opportunities for parents to participate in and support classroom instruction at the school.
- G. Efforts to support, with appropriate training, parents as shared decision makers and to encourage membership on school councils.
- H. The recognition of the diversity of parents and the development of guidelines that promote widespread parental participation and involvement in the school at various levels.
- I. The development of preparation programs and specialized courses for certificated employees and administrators that promote parental involvement.
- J. The development of strategies and programmatic structures at schools to encourage and enable parents to participate actively in their children's education.
- K. Provide to parents the information in this policy in an electronic form.

=====

Resumés of all current and former instructional personnel shall be maintained and available for inspection by parents and guardians of pupils enrolled. The resumé shall include individual educational and teaching background and experience in a particular academic content subject area.

For the purposes of this policy *parent* means the natural or adoptive parent or legal guardian of a minor child.

When a parent submits a written request for information to the Superintendent or a school principal during regular business hours:

- A. The Superintendent or principal shall:
  - 1. Deliver the requested information to the parent within ten (10) calendar days, or
  - 2. Provide to the parent a written explanation for denial of the requested information.

**Note:** This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

15. Policies related to parental involvement pursuant to A.R.S. 15-102 and set out herein.

16. The right to seek membership on school councils pursuant to A.R.S. 15-351, describing the purpose, duties, and membership of a school council. [Subject to the exemption of certain school districts exempted as described in A.R.S. 15-352.]

17. Information about the student accountability information system (SAIS) as prescribed in section 15-1042.

18. The right to access the failing schools tutoring fund pursuant to A.R.S. 15-241.

19. Access to the Arizona Department of Education (DOE) statutory handbook of parental rights, which is posted on the DOE website and is prominently posted on a publicly accessible portion of the District website with a link to the statutory handbook of parental rights with the title and sections as listed below:

a. Title 1, chapter 6.

b. Section 15-102.

c. Section 15-110.

d. Section 15-113.

e. Section 15-117.

f. Section 15-351.

g. Section 15-721.

h. Section 15-722.

i. Section 15-730.

=====

***Optional language:*** The following outlined items (to next double line) setting out the manner in which parents may be made aware of the District's Parental Involvement Policy are optional in whole or in part as determined by the local Governing Board.

The District plan under this policy may also include:

A. Making parents aware of this District parental involvement policy, including:

1. Rights under the Family Educational Rights and Privacy Act (FERPA) of 1974, as revised (20 U.S.C. 1232g) relating to access to children's official records.

2. The parent's right to inspect the District policies and curriculum.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

H. Procedures by which parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, extracurricular clubs, and activities that have been approved by the school.

I. Procedures by which parents may learn about parental rights and responsibilities under the laws of this state, including the following:

1. The right to opt into a sex education curriculum if one is provided by the District.
2. Open enrollment rights pursuant to A.R.S. 15-816.01, relating to the District policies on open enrollment.
3. The right to opt out of assignments pursuant to A.R.S. 1-601, Parents Bill of Rights. [See Exhibit KB-EB]
4. The right to opt a child out of immunizations as authorized by A.R.S. 15-873, relating to an outbreak of a communicable disease.
5. The promotion requirements prescribed in A.R.S. 15-701 for students in grades one (1) through eight (8).
6. The minimum course of study and competency requirements for graduation from high school prescribed in A.R.S. 15-701.01.
7. The right to opt out of instruction on the acquired immune deficiency syndrome as provided by A.R.S. 15-716.
8. The right to review their child's standardized norm-referenced test results pursuant to A.R.S. 15-743.
9. The right to participate in gifted programs pursuant as prescribed by A.R.S. 15-779.01.
10. The right to access instructional materials as directed by A.R.S. 15-730.
11. The right to receive the school's annual report card pursuant to A.R.S. 15-746.
12. The school attendance and age requirements for children prescribed in A.R.S. 15-802, 15-803 and 15-821.
13. The right to public review of courses of study and textbooks in the common schools (preschool programs through grade eight [8]), as prescribed in A.R.S. 15-721, and in high schools, prescribed in A.R.S. 15-722.
14. The right to be excused from school attendance for religious purposes as described by A.R.S. 15-806.



**KB ©  
PARENTAL INVOLVEMENT  
IN EDUCATION**

The Superintendent, in consultation with parents, teachers, and administrators, shall develop procedures for parental involvement in the school(s). These shall include:

- A. A plan for parent participation in the school designed to improve parent and teacher cooperation in such areas as homework, attendance, and discipline. The plan shall provide for the administration of a parent-teacher satisfaction survey.
- B. A method by which parents may learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
- C. A procedure by which parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used and request an alternative assignment. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion or, because of sexual content, violent content, or profane or vulgar language.
- D. A procedure by which parents or guardians of students enrolled in the District shall have access in advance to the instructional materials, learning materials and activities currently used by, or being considered for use by, the District.
- E. A procedure by which the District shall obtain signed, written consent from a student's parent or guardian before using video, audio or electronic materials that may be inappropriate for the age of the student.
- F. Procedures to prohibit the School District from providing sex education instruction to a student unless the student's parent provides written permission for the student to participate in the sex education curricula if the School District offers any sex education curricula pursuant to A.R.S. 15-711 on the requirement to include instruction to students in grades seven (7) through twelve (12) on laws relating to sexual conduct with a minor or 15-716 concerning instruction on immune deficiency syndrome, or pursuant to any rules adopted by the State Board of Education.
- G. Procedures by which parents will be notified in advance of and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula.

**JICA-RB ©**

**REGULATION**

**STUDENT DRESS**

**(Cloth Face Coverings)**

All persons, including, but not limited to, staff, students, vendors, visitors, and volunteers, shall wear a cloth face covering while on any District property, in any District facility, at any District event, whether indoors or outdoors, and in any District vehicle, including District busses or vehicles rented or leased by the District.

Cloth face coverings should not be worn by:

- A. Children under the age of 2;
- B. Anyone who has trouble breathing;
- C. Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

The Superintendent may make exceptions to the requirement to wear a cloth face covering while keeping in mind the health and safety of everyone involved.

Cloth face coverings are to fully cover a person's nose and mouth, ideally fitting snugly but comfortably against the sides of the face and under the chin. They are to remain affixed in place without the use of one's hands and are to not have holes. They are to be laundered regularly or disposed of appropriately.

A cloth face covering does not replace the need for frequent handwashing, covering coughs and sneezes, and practicing physical distancing (six feet [6'] away) to the extent possible. Individuals are to be reminded to avoid touching their cloth face covering and to wash their hands frequently. To ensure the proper use of cloth face coverings, staff and students are to be educated on how to wear and care for their cloth face coverings.

- F. Technology skills.
- G. Health and safety education.
- H. Physical education.
- I. Foreign or Native American language.

The planned program for all students shall also include library instruction, individual study, guidance, other appropriate instructional activities, and all instruction required under state law and State Board of Education regulations.

September 25, in each year, shall be observed as Sandra Day O'Connor Civics Celebration Day, which is not a legal holiday. On Sandra Day O'Connor Civics Celebration Day, each public school in this state shall dedicate the majority of the school day to civics education.

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

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

Adopted:

LEGAL REF.:

A.R.S.

1-139

15-203

15-211

15-219

15-341

15-501.01

15-701

15-701.01

15-704

15-710

15-741.01

15-802

A.A.C.

R7-2-301 *et seq.*

CROSS REF.:

IJNDB - Use of Technology Resources in Instruction



**IHA ©  
BASIC INSTRUCTIONAL PROGRAM**

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

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

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

The instructional program will ensure that on or before July 1, 2021, at least one (1) kindergarten through third (K-3) grade teacher in each school has received training related to dyslexia that complies with the requirements prescribed in A.R.S. 15-219 and A.R.S. 15-501.01 which includes enabling teachers to understand and recognize dyslexia and to implement structured literacy instruction that is systematic, explicit, multisensory and evidence-based to meet the educational needs of students with dyslexia.

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

The instructional program will include planned sequences in:

- A. Language arts - reading, spelling, handwriting, English grammar, composition, literature, and study skills.
- B. Mathematics experiences.
- C. Social studies - history including Native American history, geography, civics, economics, world cultures, political science, and other social science disciplines.
- D. Science experiences.
- E. Fine and practical arts experience - art education, vocal and instrumental music, and vocational/business education.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

### **Cloth Face Coverings**

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**GBGB-R ©**

**REGULATION**

**STAFF PERSONAL SECURITY  
AND SAFETY**

**Threats**

Any employee who is threatened with harm by an individual or a group while carrying out assigned duties shall immediately notify the school principal or supervisor. The principal or supervisor shall then immediately notify the Superintendent's office of the threat and together they shall take immediate steps in cooperation with the employee to provide every reasonable precaution for the employee's safety. Precautionary steps, including any advisable legal action, shall be reported to the Superintendent's office at the earliest possible time.

**Eye Protective Devices**

Every student, teacher, and visitor in public schools shall wear appropriate eye protective ware while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities involving exposure to:

- A. Molten metals or other molten materials.
- B. Cutting, shaping, and grinding of materials.
- C. Heat treatment, tempering, or kiln firing of any metal or other materials.
- D. Welding fabrication processes.
- E. Explosive materials.
- F. Caustic solutions.
- G. Radiation materials.

The Board shall equip the schools with eye protective ware.

Schools may receive and expend federal, state, and local monies to provide eye protective devices.

For purposes of this procedure, *eye protective ware* means devices meeting the standards of the U.S.A. Standard Safety Code for head, eye, and respiratory protection, Z21-1959, and subsequent revisions thereof, approved by the United States of America Standards Institute, Inc.



Each school district and charter school in this state shall prominently post on a publicly accessible portion of its website a link to the statutory handbook of parental rights.

The appropriate language has been added to Policy KB, Parent Involvement in Education.

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If you have any questions, call Policy Services at (602) 254-1100. Ask for Chris Thomas, General Counsel/Associate Executive Director; Dr. Terry Rowles, Assistant Director; Steve Highlen, Senior Policy Consultant; or David DeCabooter, Policy Consultant/Staff Attorney. Our e-mail addresses are, respectively, [cthomas@azsba.org], [trowles@azsba.org], [shighlen@azsba.org] and [ddecabooter@azsba.org]. You may also fax information to (602) 254-1177.

**Note:** This material is written for informational purposes only, and not as legal advice. You may wish to review the policy references and consult an attorney for further explanation.

**Policy Advisory No. 673**

**Policy IHA — Basic Instructional Program**

House Bill 2625 has added A.R.S. 1-319; amended A.R.S. 15-203; and added A.R.S. 15-710.01 relating to civics.

A.R.S. 1-319 specifies that September 25, in each year, shall be observed as Sandra Day O'Connor Civics Celebration Day, which is not a legal holiday. If Sandra Day O'Connor Civics Celebration Day falls on a Saturday, Sunday or other day when a public school is not in session, the preceding or following school day shall be observed in the public school as the holiday

A.R.S. 15-203 states that the State Board of Education shall, for the purposes of Sandra Day O'Connor Civics Celebration Day instruction under section A.R.S. 15-710.01, develop a list of recommended resources relating to civics education that align with the academic standards prescribed by the State Board Of Education in social studies pursuant to sections 15-701 and 15-701.01. The state board shall establish a process that allows public schools to recommend resources for addition to the list.

A.R.S. 15-710.01 adds that on Sandra Day O'Connor Civics Celebration Day, each public school in this state shall dedicate the majority of the school day to civics education.

**Policy Advisory No. 675**

**Policy KB — Parent Involvement in Education**

Senate Bill 1061 has added section 15-249 to the statutes, relating to the department of education, which states that the DOE shall establish and post on its website a statutory handbook of parental rights that consists of the text of the following statutes:

1. Title 1, chapter 6.
2. Section 15-102.
3. Section 15-110.
4. Section 15-113.
5. Section 15-117.
6. Section 15-351.
7. Section 15-721.
8. Section 15-722.
9. Section 15-730.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

3. A statement describing how to access a text-based emotional support service.

4. The telephone number for a local suicide prevention hotline.

b. A school district governing board or charter school governing body may include the information described in subsection a of this section on student identification cards by printing the information on, or by affixing a sticker that contains the information to, the identification cards.

Districts or charter schools that issue identification cards to students in grades nine through twelve should take steps to meet this requirement by July 21, 2021.

## **POLICY ADVISORY DISCUSSION**

The following policy advisories are the result of the Governor's Executive Order on July 23, 2020 and the result of actions taken by the 54th Legislature, Second Regular Session which convened in January 13, 2020 and adjourned sine die on May 26, 2020.

The General Effective Date of these bills, unless passed as emergency legislation, is August 25, 2020.

**Policy Advisory No. 672**

**Regulation GBGB-R — Staff Personal Security  
and Safety**

**NEW Policy Advisory No. 674**

**Regulation JICA-RB — Student Dress**

**NEW Policy Advisory No. 676**

**Regulation KI-RB — Visitors to Schools**

These regulations are updated or created in response to the State of Arizona Executive Order 2020-51, *Arizona: Open for Learning*, see <https://azgovernor.gov/executive-orders>. The Executive Order requires the use of face coverings until the Arizona Department of Health Services (ADHS) determines that face coverings are no longer necessary or recommended to contain the spread of the coronavirus.

Guidance in the regulation also comes from the Centers for Disease Control and Prevention (CDC), see <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>, and ADHS, see <https://www.azdhs.gov/preparedness/emergency-preparedness/index.php#school-resources>.

The new language is identical in each of the three regulations to address that face coverings are to be worn by staff, students, and visitors. Districts should review the recommended guidelines to ensure that the needs of their schools and community are adequately met.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.



Number of years of service to the School District	Percent of <u>daily</u> salary	Number of years of service to the School District	Percent of <u>daily</u> salary
10	0%	16	30%
11	5%	17	35%
12	10%	18	40%
13	15%	19	45%
14	20%	20 and above	50%
15	25%		

The following policies are discussed in an ALERT format due to actions taken by the 54th Legislature, First Regular Session which convened January 13, 2020 and adjourned sine die on May 26, 2020. The changes/additions to statute do not require policy language changes but are emphasized here for district awareness.

The General Effective Date of these bills, unless passed as emergency legislation, is August 25, 2020.

#### **Policy BEC — Executive Sessions / Open Meetings**

Senate Bill 1012 has added language to A.R.S 38-431.03, Executive Sessions, allowing an executive session to include discussion or consideration of matters relating to school safety operations or school safety plans or programs.

Due to the on-going COVID-19 situation, Governing Boards should be aware of the above addition to A.R.S. 38-431.03(A)(8) to enhance flexibility in dealing with issues in a timely manner.

#### **Policy IHAMD— Instruction and Training in Suicide Prevention**

Senate Bill 1446 has added A.R.S. 15-160 to read: Student identification cards; suicide prevention; contact information required

a. Beginning July 1, 2021, if a school district governing board or charter school governing body issues identification cards to students in grades nine through twelve, the school district governing board or charter school governing body shall include at least one of the following on each new identification card issued to a student in grade nine through twelve:

1. The telephone number for a national suicide prevention lifeline.
2. The telephone number for a national network of local crisis centers.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# POLICY SERVICES

## ADVISORY

Volume 32, Number 2

July 2020

Policy Advisory No. 672 ..... Regulation GBGB-R — Staff Personal Security and Safety

Policy Advisory No. 673 ..... Policy IHA — Basic Instructional Program

Policy Advisory No. 674 **NEW** ..... Regulation JICA-RB — Student Dress

Policy Advisory No. 675 ..... Policy KB — Parent Involvement in Education

Policy Advisory No. 676 **NEW** ..... Regulation KI-RB — Visitors to Schools

### POLICY ALERTS

#### Policy GCQE — Retirement of Professional / Support Staff Members

Policy GCQE has been adopted by very few school districts and is, therefore, currently in minimal use. Nevertheless, the policy has a correction due to a misprint as follows:

The second and fourth columns under “Sick Leave Payment upon Retirement” have the heading “Percent of Annual Salary.”

The heading for each column, two and four, should be “Percent of Daily Salary” as “daily rate” is the wording included in the explanatory paragraph immediately preceding the table as follows:

#### ***Sick Leave Payment upon Retirement***

Upon proper and timely application for the retirement incentive program, the District will pay for accumulated sick leave on a graduated scale up to the maximum accumulated amount indicated by the District. **Certificated employees will be paid based upon a daily rate established for payment of a day-to-day substitute teacher in the District, and support staff members will be paid based upon a daily rate calculated by multiplying the minimum wage times eight (8) hours.** The payment will be made on the following scale:

**Note:** This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

July 10, 2020

Vernon Elementary School District #9  
P.O. Box 89  
Vernon, AZ 85940

Dear Vernon Elementary School District #9:

The purpose of this letter is to provide you the FY 2021 hourly labor, parts and fuel rates. The ADOT Equipment Services team again offers its sincere appreciation for allowing us to meet your agency's fleet needs in FY 2021. We look forward to continuing this service partnership.

Equipment Services continues to comply with its operating obligations, including:

- Pricing vehicle maintenance services and fuel at a breakeven point to avoid subsidizing our service customers' maintenance costs with ADOT Highway User Revenue Fund monies. Please note that an inconsistency was discovered in the way that indirect costs were being charged to our external customers. That has caused an increase in both the preventative maintenance and repair rates for FY21.
- Keeping annual price increases to a minimum by effectively utilizing industry-leading fleet technology along with implementing the Arizona Management System within our business model.

Concern over the appropriate use of the State Highway Fund (SHF) has increased as ADOT's responsibilities in managing fleet operations for external customers have grown. The reason for the concern is that the SHF is only to be used for "highway and street purposes" pursuant to Article 9, Section 14 of the State of Arizona Constitution. For this reason, starting with FY21, ADOT will implement Indirect Cost Allocation Plan (ICAP) charges to recover indirect costs that support fleet operations. This will ensure that the SHF does not subsidize fleet management operations that fall outside of the Constitutional provisions governing the use of the SHF. Additional detail on the ICAP charges is included in the rate schedule which follows.

If you have any questions or comments on our 2021 rates, we welcome them. Please contact Ian Kaufman, Equipment Services' Fleet Management Information Systems Manager, at 602.712.2155. For any other questions, please feel free to contact me direct at 602.712.6524. The entire ADOT Equipment Services Team looks forward to serving you and your employees in FY 2021.

Sincerely,



Devin J. Darlek  
Equipment Services Administrator  
Governor's Fleet Council, Chairman  
Arizona Department of Transportation



Equipment Services

Our True North: *Safely Home*

Douglas A. Ducey, Governor  
John S. Halikowski, Director

**ADOT Equipment Services ISA/IGA FY 2021 Service Pricing Menu**  
**Effective July 1, 2020 to June 30, 2021**

ISA/IGA FY20 Labor Rate	Description	ISA/IGA FY21 Labor Rate
\$40.82	Preventative Maintenance	\$50.00
\$47.27	Wear & Tear Repairs	\$67.72

The fixed labor times for preventive maintenance "A" and "C" services have been eliminated, as have the fixed labor times for repair services.

The parts recovery rates for most parts decreased significantly for FY21, as shown below. Please note that prices for parts include sales tax, when applicable.

- Parts recovery – parts under \$1,000: 12.5%
- Parts recovery – parts \$1,000 & more: 10.0%
- Parts recovery – tires: 8.0%

Note: Parts recovery is not applied to dealer warranty, all commercial repairs or to ADEQ Emission Certificates.

**ISA/IGA Shop Fee Charge:** A shop fee of \$1.96 per direct labor hour will be added to each work order, this fee has not changed from last year. Dealer warranty, all commercial repairs and ADEQ Emission Certificate work orders are exempt from the shop fee.

**Fuel Pricing:** The price per gallon at ADOT fuel depots is computed by determining the average cost per gallon in the tank each time the tank is filled, (based on the State fuel contract), plus a 17.2 cents per gallon fuel systems infrastructure and management charge. This rate has decreased from 19.6 cents in FY20.

**ISA/IGA Tow Fee Charge:** A towing fee of \$25.00 per tow will be added to each work order where towing services were provided. This fee has not changed from last year and will cover time spent working with the towing company, researching questions, processing and paying towing invoices.

**ISA/IGA Utilize Private Repair Shop Fee Charge:** An administrative fee of \$25.00 will be added to each work order utilizing private repair shop services. This fee has not changed from last year and will cover time spent working with the private repair shop, processing and paying invoices.

**ADOT Indirect Cost Recovery:** Beginning with FY21, ADOT will implement the ICAP Rate charges to recover indirect costs and ensure the SHF does not subsidize fleet operations. The rates to be charged are shown below and are in addition to the rates included in the Service Pricing Menu.

Per direct labor hour: \$9.16 (does not pertain to agencies whose fleets are managed by ADOT)  
Per gallon of fuel: \$0.07  
Per vehicle per month: \$50.73 (for agencies whose fleets are managed by ADOT)



# Vernon Elementary School District #9

P.O. Box 89 – 90 CRN 3139 – Vernon, AZ 85940 – ☎ (928) 537-5463 – Fax (928) 537-1820  
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## MEMO

To: Governing Board Members  
From: Karol Coffman  
Subject: New Business  
Date: For August 11, 2020 Board Meeting

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Recommended Motion: Approval of the renewal to continue using ADOT Equipment Services for bus repairs, IGA (Inter Governmental Agreement), from July 1, 2020 to June 30, 2021, in accordance with §A.R.S. 15-382.



IX.

New Business