

OSBORN SCHOOL DISTRICT NO. 8
GOVERNING BOARD MEETING
August 12, 2025

Work Study – 5:30 P.M.

Executive Session

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

**THE OSBORN DISTRICT OFFICE
1226 W. OSBORN ROAD
PHOENIX, AZ 85013**

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

-
- I. **Call to Order**
 - II. **Information/Discussion**
Advertising/Marketing Strategies
 - III. **Action Items**
ACTION/APPROVAL
 - A. Approval of Montecito GMP 02
 - B. Approval of the Grant Program Specialist Job Description.
 - IV. **Executive Session**
The Governing Board may convene an executive session pursuant to A.R.S. Section §38-431.03(A)(1) for the purpose of discussion of the Superintendent's Evaluation
 - V. **Adjournment**

OSBORN SCHOOL DISTRICT NO. 8

August 12, 2025

Board Meeting

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

Agenda Item Number – I

Agenda Item

Call to Order

For Board: ☐ Action ☐ Discussion ☒ Information

Background

Legal

Financial

Governing Board Goals

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

Recommendation

Information Only

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

August 12, 2025

Board Meeting

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

Agenda Item

Advertising/Marketing Strategies

For Board: ☐ Action ☒ Discussion ☒ Information

Background –

Dr. Robert will share some ideas about the general costs incurred for print advertisement / media sent out to our community and beyond. The board would like to discuss expanding our outreach beyond certain zip codes we already reach out to. There have been district communications outside our district received by our families.

Financial

Governing Board Goals

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

Recommendation

Discussion only.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

August 12, 2025

Board Meeting

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

Agenda Item Number – III-A

Agenda Item

Approval of Montecito GMP 02

For Board: ☒ Action ☐ Discussion ☐ Information

Background –

Administration has modified the job description for the Grant Program Specialist job description.

Financial

Governing Board Goals

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

Recommendation

It is recommended that the Governing Board approve the job description for the Grant Program Specialist position.

Moved _____ Seconded _____ P/F

Exhibit A.1 - Guaranteed Maximum Price Proposal

OSD Montecito Montessori School Remodel

Guaranteed Maximum Price 02

8/4/2025



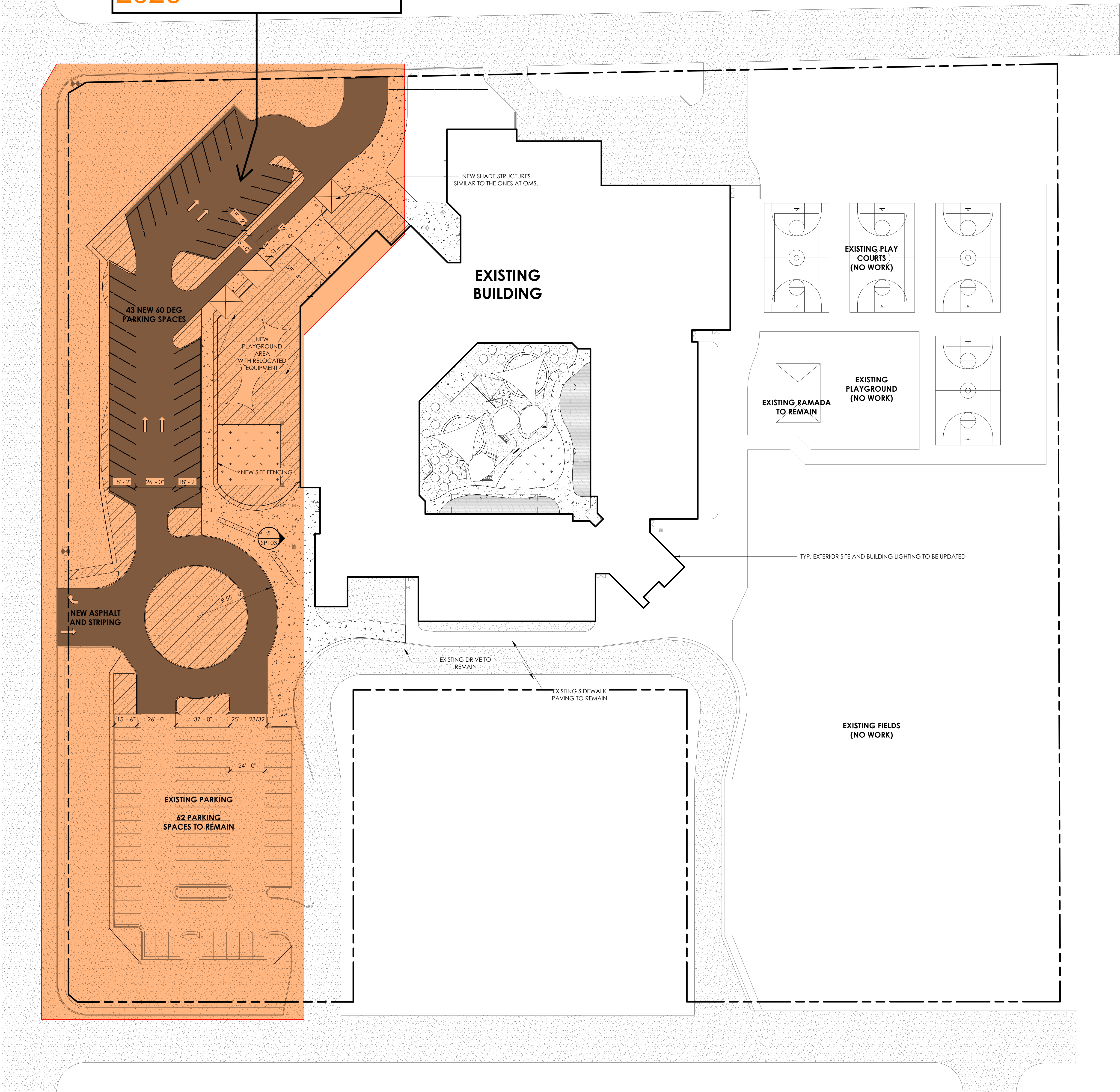
Div	Description	Cost
Site		\$ 973,229
	Includes site survey, earthwork, utilities, fencing, landscaping, and playground structures	
Structural		\$ 975,050
	Includes concrete, masonry, structural steel, rough carpentry, material testing, and special inspections	
Interiors		\$ 2,841,513
	Includes demolition, millwork, insulation, roofing modifications, caulking, doors, glass, drywall, kitchen equipment, elevator modifications, and window coverings	
Finishes		\$ 1,205,522
	Includes flooring and tile, acoustical ceiling systems, paint, restroom accessories, and signage	
MP&E		\$ 4,736,930
	Includes HVAC, plumbing, electrical, fire suppression, fire alarm, intercom and special systems	
Subtotal Construction Estimate		\$ 10,732,243
	Contingency	\$ 511,893
	General Conditions and General Requirements	\$ 1,198,617
	Insurance and Bonds	\$ 536,363
	Taxes and Fees	\$ 1,646,408
Total GMP 02 (Chasse Building Team Contract)		\$ 14,625,525

Previously Approved GMP 01 \$ 851,332

Total Project Cost \$ 15,476,857



Phase 1:
Construction from
Fall 2025 to Spring
2026



SITE GENERAL NOTES

- IT IS THE CONTRACTORS RESPONSIBILITY TO VISIT THE SITE TO DETERMINE FULL EXTENT OF WORK REQUIRED PRIOR TO SUBMISSION OF BID/PRICING.
- CONTRACTOR TO REVIEW THE ARCHITECT'S DOCUMENTS FOR CONSTRUCTIBILITY. IF THE ARCHITECT HAS ANY CONCERNS, CONTRACTOR TO VERIFY CONDITIONS AND DIMENSIONS PRIOR TO CONSTRUCTION. NOTIFY ARCHITECT AND OWNER OF ANY AND ALL DISCREPANCIES.
- CONTRACTOR TO VERIFY LOCATION OF ALL UTILITIES PRIOR TO COMMENCING CONSTRUCTION.
- CONTRACTOR SHALL COORDINATE THE REMOVAL, ABANDONMENT, AND/OR RELOCATION OF EXISTING UTILITIES ABOVE OR BELOW GRADE WITH RESPECTIVE UTILITY COMPANIES.
- ALL UTILITIES, LINES AND PIPING TO BE ABANDONED SHALL BE PROPERLY DISCONNECTED, PLUGGED, CAPPED AND TAGGED FOR EASY LOCATION AND IDENTIFICATION; COMPLY WITH CODE REQUIREMENTS AND SOUND CONSTRUCTION PRACTICE.
- CONTRACTOR SHALL PROVIDE ADEQUATE PROTECTION TO ENSURE THE SAFETY OF ALL STUDENTS, EMPLOYEES AND/OR OTHER PEDESTRIANS ON SITE.
- NOTES APPLY TO ENTIRE PROJECT AREA & SCOPE. COMPLY WITH PLANS, SPECIFICATION & NOTES, WHICH EVER IS MORE RESTRICTIVE. COMPLY WITH GOVERNING AGENCIES APPLICABLE CODES & ORDINANCES.
- ALL ON-SITE ACCESSIBLE SIDEWALKS SHALL BE A MINIMUM OF 5'-0" WIDE AND HAVE A MAXIMUM SLOPE OF 1:20 (5%) WITH THE MAXIMUM CROSS SLOPE OF 1:48 (2%). ALL CURBS MUST PROVIDE ACCESSIBLE RAMPS PURSUANT TO THE AMERICANS WITH DISABILITIES ACT (ADA) STANDARDS.
- REFER TO CIVIL DRAWINGS FOR ADDITIONAL INFORMATION.
- CONTRACTOR TO REPLACE ANY CURBS, UTILITIES, SIDEWALKS, IRRIGATION COMPONENTS, ETC. DAMAGED DUE TO CONSTRUCTION ACTIVITIES. PROVIDE PROTECTION AS REQUIRED TO AVOID DAMAGE.
- THE OWNER MAY UTILIZE OTHER CONTRACTORS (I.E. SPECIAL SYSTEMS, SIGNAGE, FURNITURE) DURING THE COURSE OF CONSTRUCTION. THE GENERAL CONTRACTOR, AS A COURTESY TO THE OWNER, SHALL COMMUNICATE AND COORDINATE WORK SCHEDULES WITH THESE CONTRACTORS AND THE OWNER.
- ANY WORK PERFORMED IN THE PUBLIC RIGHT-OF-WAY SHALL REQUIRE A SEPARATE PERMIT.
- SPECIALTY SIGNAGE SHALL BE PERMITTED SEPARATELY AND IS NOT INCLUDED IN THIS SCOPE.
- ALL MECHANICAL AND ELECTRICAL EQUIPMENT SHALL BE SCREENED FROM PUBLIC VIEW, EXCEPT FOR ZONING EXEMPT PROJECTS.

SITE LEGEND

- PROPERTY LINE
- RIGHT-OF-WAY LINE
- SETBACK LINE
- EASEMENT LINE
- ACCESSIBLE ROUTE
- LIGHT POLE
- FIRE HYDRANT
- FIRE DEPARTMENT CONNECTION (BUILDING MOUNTED)
- FIRE DEPARTMENT CONNECTION (FREE-STANDING)
- KNOX BOX
- LANDSCAPE AREA
- FIRE LANE
- CONCRETE PAVING
- ASPHALT PAVING
- RIP RAP

SITE DATA

GENERAL:
REFERENCE: CITY OF PHOENIX ZONING CODE
ZONING: C-2 COMMERCIAL (VERIFY USE IS ALLOWED IN ZONE OR IF VARIANCE IS REQUIRED)
OFFICE
USE: APN NUMBER: #####
ZONING CASE: #####
SITE AREA:
GROSS: 100,000 S.F. (10.00 ACRES)
NET: 800,000 S.F. (18.18 ACRES)
BUILDING HEIGHT / NUMBER OF STORIES:
ALLOWABLE: 00'-0" (H-STORY)
PROVIDED: 00'-0" (H-STORY)
BUILDING AREA:
FIRST FLOOR: 000,000 S.F.
SECOND FLOOR: 000,000 S.F.
TOTAL: 000,000 S.F.
LOT COVERAGE:
ALL EXEMPT FROM LOCAL ZONING REGULATIONS PER STATE OF ARIZONA ATTORNEY GENERAL'S OPINION NO. 115-001
GROSS AREA: 0.00 x 000,000 SF = 0.00%
NET SITE AREA: 0.00 x 000,000 SF = 0.00%
IF PROJECT IS NOT EXEMPT FROM LOCAL ZONING REGULATIONS:
PER ZONING ORDINANCE
0.00 x NET LOT AREA
0.00 x 000,000 SF = 00.0000 SF
PROVIDED: GROSS BUILDING / NET SITE AREA
000,000 SF / 000,000 SF = 0.00 = 0.00%

SETBACKS:		
BUILDING SETBACKS:	REQUIRED	PROVIDED
FRONT YARD (NORTH):	00'	00'
SIDE YARD (EAST):	00'	00'
SIDE YARD (WEST):	00'	00'
REAR YARD (SOUTH):	00'	00'
LANDSCAPE SETBACKS:	REQUIRED	PROVIDED
FRONT YARD (NORTH):	00'	00'
SIDE YARD (EAST):	00'	00'
SIDE YARD (WEST):	00'	00'
REAR YARD (SOUTH):	00'	00'
PARKING REQUIREMENTS:	REQUIRED	PROVIDED
000,000 SF / 200 SF (OFFICE)	000 SPACES	000 SPACES
SCHOOL	000 SPACES	000 SPACES
OFFICE (1 SPACE PER 200 SF)		
BICYCLE (1 SPACE PER 10 VEHICULAR SPACES)		
ACCESSIBLE (5 SPACES PER 101 TO 150 TOTAL PARKING LOT SPACES)		

PROJECT NARRATIVE:
ENTER PROJECT NARRATIVE HERE.

STIPULATIONS:
ENTER PROJECT STIPULATIONS HERE IF APPLICABLE.

NATURAL AREA OPEN SPACE (NAOS):
PROVIDE NATURAL AREA OPEN SPACE REQUIREMENTS/PROVISIONS IS APPLICABLE.

APPLICABLE CODES

CODES AND STANDARDS

2018 INTERNATIONAL BUILDING CODE
2018 INTERNATIONAL PLUMBING CODE
2018 INTERNATIONAL MECHANICAL CODE
2018 INTERNATIONAL FUEL GAS CODE
2017 NATIONAL ELECTRIC CODE
2009 ICC/ANSI A117.1 WITH 2010 ADA STANDARDS AS ADOPTED BY THE STATE OF ARIZONA (MOST RESTRICTIVE GOVERNS)
2018 INTERNATIONAL FIRE CODE AS ADOPTED BY ARIZONA STATE FIRE MARSHAL

OTHER STATUTES, ORDINANCES, LAW, REGULATIONS, RULES, ORDERS AND CODE SPECIFIED IN OTHER SECTIONS OF THE SPECIFICATIONS OR BEARING ON THE WORK INCLUDING REGISTRATION OF OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION UNLESS SUPERSEDED BY STATE STATUTE OR LAW

*WITH CITY OF PHOENIX AMENDMENTS

MONTECITO MONTESSORI
OSBORN SCHOOL DISTRICT
715 E. MONTECITO AVE, PHOENIX, AZ 85014

OVERALL SITE PLAN

THIS DRAWING IS AN INSTRUMENT OF SERVICE & IS THE PROPERTY OF SPS+ARCHITECTS LLP & MAY NOT BE REPRODUCED OR REPRODUCTIONS HEREOF USED WITHOUT WRITTEN PERMISSION.

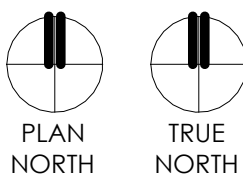
REVISIONS		
MARK	DATE	DESCRIPTION

REVIEWED BY: Checker
DRAWN BY: Author

PRELIMINARY
NOT FOR
CONSTRUCTION

SCHEMATIC SET
ORIGINAL ISSUE
DATE: 00-00-0000
JOB No: XXXX
SHEET:

SP101



1 SITE PLAN - OPTION 1

1" = 30'-0"

Phase 1:
Construction
from Fall 2025 to
Spring 2026

AREA A

AREA B

Phase 2: Construction
from Spring 2026 to Fall
2026

AREA C

AREA D

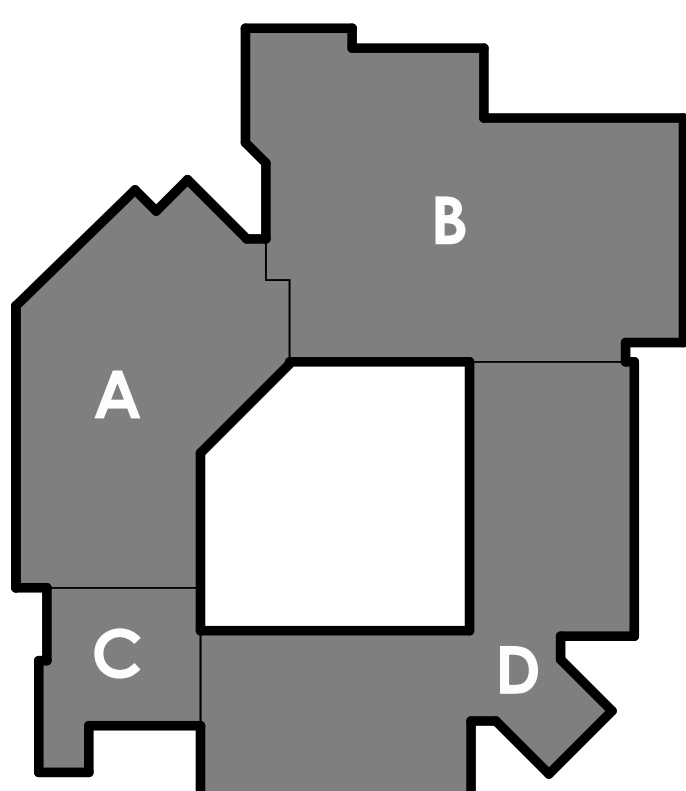
Phase 3: Construction
from Fall 2026 to
Spring 2027

KEY NOTES

GENERAL NOTES

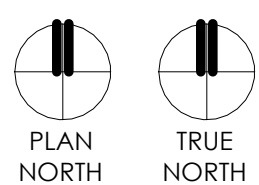
- DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS GOVERN. ALL PARTITION LOCATIONS SHALL BE AS SHOWN ON FLOOR PLAN. IN CASE OF CONFLICT, NOTIFY ARCHITECT.
- SEE SITE PLAN FOR WORK OUTSIDE OF BUILDING PERIMETER.
- IN-WALL INSULATION SHOWN ON ELEVATIONS FOR DRAWING CLARIFICATION. SEE DETAILS FOR ADDITIONAL INFORMATION.
- ALL DIMENSIONS ARE TO FINISH UNLESS OTHERWISE NOTED. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
- INTERIOR DOOR OPENINGS NOT LOCATED BY DIMENSIONS SHALL BE OFFSET 4" FROM FACE OF PERPENDICULAR WALL.
- SEAL ALL PENETRATIONS AT FIRE-RATED WALLS WITH FIRE-RATED SEALANT.
- FOR INTERIOR WALL HEIGHT INFORMATION SEE REFLECTED CEILING PLANS AND WALL TYPE DETAILS.
- WHERE PIPES, CONDUITS, AND OTHER PENETRATIONS ARE EXPOSED TO VIEW, PROVIDE ESCUTCHEONS, TYPICAL AT ALL WALLS, FLOORS, CEILINGS, ETC.
- CONTRACTOR SHALL PROTECT EXISTING CONSTRUCTION, FINISHES & EQUIPMENT TO REMAIN FROM DAMAGE DUE TO DEMOLITION AND CONSTRUCTION ACTIVITIES. ANY DAMAGE SUSTAINED DURING CONSTRUCTION ACTIVITY TO BE REPAIRED TO LIKE NEW CONDITIONS TO MATCH ADJACENT FINISHES & CONSTRUCTION.
- ALL UTILITIES, UNDERGROUND LINES AND PIPING TO BE ABANDONED SHALL BE PROPERLY DISCONNECTED, PLUGGED, CAPPED, AND TAGGED FOR EASY LOCATION AND IDENTIFICATIONS. COMPLY WITH CODE REQUIREMENTS AND SOUND CONSTRUCTION PRACTICE.
- PREVENT SPREAD OF DUST, FUMES AND SMOKE TO OTHER PARTS OF THE BUILDING AND NEIGHBORING PROPERTIES. CARRY OUT DEMOLITION WORK TO CAUSE AS LITTLE INCONVENIENCE TO ANY ADJACENT OCCUPIED BUILDINGS OR SITE AREAS AS POSSIBLE AND WITH MINIMUM INTERFERENCE TO PUBLIC OR PRIVATE ACCESSES. MAINTAIN PROTECTED EGRESS AND ACCESS AT ALL TIMES. COORDINATE WITH OWNER AS NECESSARY.
- CONTRACTOR SHALL COORDINATE ANY REQUIRED UTILITY SHUTOFFS WITH THE OWNER.
- PROVIDE BLOCKING OR METAL STRAPPING AT ALL WALL-MOUNTED CABINETS, MARKER BOARDS, DISPLAY BOARDS, FIRE EXTINGUISHER CABINETS, WALL-BRACED EQUIPMENT, ETC.
- FOR FINISH MATERIALS AND LOCATIONS REFER TO FINISH PLANS, INTERIOR ELEVATIONS, AND FINISH DETAILS.
- SEE ENLARGED PLANS AND INTERIOR ELEVATIONS FOR MILLWORK INFORMATION.

KEY PLAN



FLOOR PLAN - 1ST FLOOR

1/16" = 1'-0"



OSBORN SCHOOL DISTRICT NO. 8

August 12, 2025

Board Meeting

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

Agenda Item Number –III-B

Agenda Item

Approval of the Grant Program Specialist Job Description.

For Board: ☒ Action ☐ Discussion ☐ Information

Background –

Administration has modified the job description for the Grant Program Specialist job description.

Legal

Financial

Governing Board Goals

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

Recommendation

It is recommended that the Governing Board approve the job description for the Grant Program Specialist position.

Moved _____ Seconded _____ P/F

Grant Program Specialist

Department:	Teaching and Learning	Date Created:	
Salary Grade:	Group C, Classified Exempt Schedule	Date(s) Modified:	August 5 th , 2025
FLSA Status:	Exempt		

Position Summary

The Grant Programs Specialist is responsible for overseeing and managing all District Federal and State grants and programs.

Job Responsibilities

Responsibilities shall include, but not be limited to the following:

- Develop, submit, coordinate, monitor and assess implementation of state and federally funded programs, and assure compliance of all state and federal (ESSA) requirements.
- Coordinate the development of Integrated Action Plans (IAPs) and aligned grant budgets in compliance with state and federal guidelines.
- Prepare, maintain and submit required program reports, budgets, surveys, needs assessments, evaluations and monitoring reports for all state and federal programs.
- Consult with all Private Schools serving students from Osborn to coordinate and monitor the provision of equitable services in compliance with state and federal guidelines
- Coordinate technical assistance to sites for grant writing, submissions and implementation of grants received.
- Develop and monitor schools and district budgets funded from state, federal, profit and non-profit entities.
- Comply with and support requirements of the ADE audit process.
- Maintain communication and collaborate with district administrators and Arizona State Department of Education regarding district improvement.
- Compile and maintain written records and reports related to all federal projects and disseminate such information to appropriate agencies, institutions and constituencies.
- Develop, implement, and monitor procedures to ensure timely submission of applications, amendments, reports, census data and evaluations required for Federal and State Projects
- Represent the District at State meetings related to Federal and State Programs.
- Other duties as assigned.

Minimum Qualifications –

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

- Extensive budget development/fiscal management experience.
- Experience with district and school improvement requirements and processes.
- Strong organizational skills that are detail-oriented

- Strong communication skills, verbally and in writing
- Strong project management skills

Education and Experience:

- Bachelor's Degree Required
- Three years successful experience administering Federal programs and/or grants in a governmental or non-profit organization or its equivalent preferred

OSBORN SCHOOL DISTRICT NO. 8

August 12, 2025

Board Meeting

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Agenda Item Number – IV

Executive Session

The Governing Board may convene an executive session pursuant to A.R.S. Section §38-431.03(A)(1) for the purpose of discussion of the Superintendent's Evaluation

Moved _____ Seconded _____ P/F

Agenda Item Number – V

Adjournment

Moved _____ Seconded _____ P/F