

**CA ©
ADMINISTRATION GOALS /
PRIORITY OBJECTIVES**

The District administration is responsible, within the guidelines established by Board policy, for the direction and coordination of students and staff members in their efforts to reach educational goals adopted by the Board.

The Board expects the administration to specialize in:

- A. Decision-making and communication;
- B. Planning, organizing, implementing, and evaluating educational programs;
- C. Providing educational leadership;
- D. Developing and maintaining close working relationships and channels of communication within the District and the community;
- E. Supporting educational goals adopted by the Board.

Adopted:

LEGAL REF.:

A.R.S.

[15-321](#)

15-341

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**CB ©
SUPERINTENDENT**

The Board may employ a Superintendent, who will enforce the statutes and rules of the state of Arizona and the federal government, and the policies of the Governing Board of the District.

The administration of the school system in all aspects is the responsibility of the Superintendent, whose functions shall be carried out in accordance with the policies of the Board.

The Superintendent may establish regulations for the administration of the District that are in compliance with applicable statutes or regulations of the Arizona Administrative Code and the policies of the Governing Board. These regulations are binding on the employees of this District and students in the schools.

Adopted:

LEGAL REF.:

A.R.S.

[15-503](#)

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**CBA ©
QUALIFICATIONS AND DUTIES
OF THE SUPERINTENDENT**

Qualifications

The Superintendent shall have appropriate qualifications as determined by the Governing Board by action taken at a public meeting.

The Superintendent shall have a valid fingerprint card issued pursuant to A.R.S. [41-1758.03](#).

Duties

The Superintendent is the District's chief executive officer and the administrative head of all divisions and departments of the school system. It is the Superintendent's duty to administer the policies of the Board and to provide leadership for the entire school system. The Superintendent is the professional consultant to the Board and, in this capacity, makes recommendations to the Board for changes in Board policies and the educational program.

The Superintendent, as chief administrative officer of the District, shall supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of Arizona, rules of the Arizona State Board of Education, and adopted policies of the Governing Board.

The Superintendent provides the initiative and the technical guidance for the improvement of the total program of the school system. The delegation of authority for the operation of the various functions of the school system is one of the Superintendent's duties. The Superintendent is, however, responsible to the Board for all functions of the District, including but not limited to those listed below.

Education:

- A. Administers the development, coordination, maintenance, and evaluation of all educational programs.
- B. Supervises methods of teaching, supervision, and administration in effect in the schools.
- C. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means.
- D. Keeps the public informed about modern education practices, educational trends, and the policies, practices, and problems in the District schools.

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Management:

- A. Ensures that all activities of the District are conducted in accordance with the laws of the state of Arizona, the regulations of the Arizona Board of Education, and the policies of the Governing Board.
- B. Assumes responsibility for the overall financial planning of the District and for the preparation of the annual budget and submission of it to the Board for review and approval.
- C. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.
- D. Maintains adequate records for the schools, including, but not limited to:
 - 1. financial accounts,
 - 2. business and property records,
 - 3. personnel,
 - 4. school population,
 - 5. student records including verifiable documentation of each student's residency in this state in accordance with guidelines and forms adopted by the Arizona Department of Education, and
 - 6. scholastic records.
- E. Provides suitable instructions and regulations to govern the maintenance of District properties.
- F. Provides suitable instructions and regulations to govern the safety and transportation of students.
- G. Assumes responsibility for the use of buildings and grounds.
- H. Recommends the locations and sizes of new school sites and of additions to existing sites; the locations and sizes of new buildings; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.
- I. Oversees the processing and submission of required reports.
- J. Interprets the budget and finances to the community.
- K. Remains current on new legislation and implements laws to the best advantage of the District.

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Governing Board:

- A. Attends and participates in all meetings of the Board and its committees, except when excused by the Board.
- B. Takes prompt action to implement all directives of the Board.
- C. Advises the Board on the need for new and/or revised policies.
- D. Provides timely advice to the Board on the implication of changes in statutes or regulations affecting education.
- E. Informs and advises the Board about programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
- F. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such facts, objective information, and reports as are needed to ensure the making of informed decisions.
- G. Develops and implements rules and regulations in keeping with Board policy.
- H. Acts as chief public relations agent for the District.
- I. Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy guidance in the future.

Personnel:

- A. Recommends to the Board the appointment or dismissal of all employees of the District.
- B. Ensures that all employees are evaluated in accordance with the schedule established by the Board.
- C. Determines assignments, defines the duties, and coordinates and directs the work of all employees of the District.
- D. Recommends all promotions, demotions, and salary changes to the Board.
- E. Communicates to all employees all actions of the Board relating to personnel matters, and receives from employees all communications to be made to the Board.

Adopted:

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LEGAL REF.:

A.R.S.

[15-503](#)

[15-802](#)

[38-201](#)

[41-1758](#)

A.A.C.

[R7-2-603](#)

CROSS REF.:

[CBI](#) - Evaluation of Superintendent

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**CBCA ©
DELEGATED AUTHORITY**

The Governing Board delegates to the Superintendent, among other powers, the authority to perform the following acts without the need for prior Board approval:

- A. To give notice to teachers, pursuant to A.R.S. [15-536](#), of the Board's intention not to offer a teaching contract.
- B. To give notice to teachers, pursuant to A.R.S. [15-538.01](#), of the Board's intention not to offer a teaching contract and to dismiss the teacher.
- C. To give notice to an administrator or certificated school psychologist, pursuant to A.R.S. [15-503](#), of the Board's intention not to offer a new contract.
- D. To issue to teachers, pursuant to A.R.S. [15-536](#), [15-538](#), and [15-539](#), written preliminary notices of inadequacy of classroom performance, reporting such issuance to the Governing Board within ten (10) school days.
- E. To assign any employee to any position in the District for which the employee is qualified. Any reduction or increase in an employee's salary must have Governing Board approval.
- F. To procure goods, services or construction in an amount not to exceed one hundred thousand dollars (\$100,000). All procurement shall comply with the State Board of Education procurement code (School Procurement Code and the Uniform System of Financial Accounting).
- G. To close any or all schools, buildings, or other facilities as permitted by law.
- H. To delegate to others any of the powers and duties specifically assigned to the Superintendent, unless otherwise specifically limited by statute or Board action. The Superintendent shall continue to be responsible to the Board for the satisfactory execution of the delegated power and duties.

Lines of authority shall be clearly outlined by the Superintendent by means of organization charts, job descriptions, and administrative regulations and directives.

Adopted:

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LEGAL REF.:

A.R.S.

[15-503](#)

[15-536](#)

[15-538](#)

[15-538.01](#)

[15-539](#)

[15-341](#)

[15-806](#)

A.A.C.

R7-2-1007

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CBCA-R ©

REGULATION

DELEGATED AUTHORITY

(School Administration)

The primary duty of a principal is to administer and supervise the instructional program. A principal, as the educational leader of the school, will administer and supervise the school in accordance with policies and administrative regulations of the District.

A principal will be directly responsible to and will report only to the Superintendent and will keep the Superintendent informed of the conditions and needs of the school. All duties, authority, and responsibilities of the principal will be delegated only by the Superintendent. These duties may include, but are not limited to, the following:

- A. A principal is responsible for the operation of the educational program of the school.
- B. A principal is responsible for the supervision and evaluation of the building staff members.
- C. A principal will maintain discipline on the part of personnel and students.
- D. A principal will care for and protect the building, the equipment, the grounds, and other school property.
- E. A principal will maintain school records and prepare reports.
- F. A principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills.
- G. A principal will be responsible for maintaining a close relationship with the community and should interpret the educational program to the citizens of the District.
- H. A principal will, by advanced study, by visits to school systems in other areas, by attendance at educational conferences, and by other means remain well informed relative to modern educational thought and practice.

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**CBI ©
EVALUATION OF SUPERINTENDENT**

Executive Session

Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session unless the Superintendent requests that any such meeting be held in open session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board member fails to achieve consensus.

Evaluation Process

The Governing Board shall evaluate the Superintendent at least once each year.

Prior to the academic year, the Board and Superintendent will meet to agree on an evaluation instrument. The evaluation(s) shall relate to the Superintendent's duties, responsibilities, and progress toward established goals. The Superintendent shall provide each member of the Board a copy of the agreed upon evaluation instrument not later than September 1.

The Board President shall schedule a meeting not later than March 30, when the Board will devote an executive session to the evaluation of the Superintendent's performance, to discuss working relationships between the Superintendent and the Board, and to review the Superintendent's contract (with the Superintendent present).

A copy of any written evaluation shall be given to the Superintendent. If in disagreement with such evaluation, the Superintendent may respond in writing to the Governing Board.

The evaluation and any comments by the Superintendent shall become a part of the Superintendent's personnel file.

Contract Modifications

Upon the conclusion of the evaluation, the Governing Board may determine whether any changes in the compensation and benefits or contract term of the Superintendent are warranted, subject to the following:

If the Superintendent's contract with the School District is for multiple years, the School District shall not offer to extend or renegotiate the contract until no earlier than fifteen (15) months before the expiration of the contract.

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If the Superintendent's contract with the School District is for a single year, on or before May 15 of each year the Board shall offer a contract for the next school year to the Superintendent unless, on or before April 15, the Board gives notice to the Superintendent of the Board's intention not to offer a new administrative contract; this contract may or may not be for the position of Superintendent. Acceptance of this contract must be in writing within thirty (30) days or the offer is revoked.

Exception: Override Election

If the Governing Board calls for an override election per A.R.S. 15-481, it shall offer a contract to certified administrators on or before June 15 unless timely notice is given, per A.R.S. 15-503(D), of the Governing Board's intent not to offer a new contract.

Adopted:

LEGAL REF.:

A.R.S.

[15-341](#)

[15-503](#)

CROSS REF.:

[CBA](#) - Qualifications and Duties of the Superintendent

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CBI-EA ©

EXHIBIT

EVALUATION OF SUPERINTENDENT

(Districts may choose either CBI-EA or CBI-EB)

Evaluation Rating Symbols

O = Outstanding; S = Satisfactory; N = Needs Improvement;

U = Unsatisfactory; X = Not Observed

Note: Any rating of outstanding, needs improvement, or unsatisfactory requires the evaluator to list specific information in the Comments section that justifies and supports such rating.

A. Education

O S N U X

☐ ☐ ☐ ☐ ☐

A. Administers the development, coordination, maintenance, and evaluation of the educational program, including the special education program.

O S N U X

☐ ☐ ☐ ☐ ☐

B. Supervises methods of teaching, supervision, and administration in effect in the schools.

O S N U X

☐ ☐ ☐ ☐ ☐

C. Keeps informed of modern educational practices and thought by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means.

O S N U X

☐ ☐ ☐ ☐ ☐

D. Keeps the public informed about modern education practices, educational trends, and the policies, practices, and problems in the District schools.

Comments regarding Section A:

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B. Management

O S N U X

☐ ☐ ☐ ☐ ☐

A. Ensures that all activities of the District are conducted in accordance with the laws of the state of Arizona, the regulations of the Arizona Board of Education, and the policies of the Governing Board.

O S N U X

☐ ☐ ☐ ☐ ☐

B. Assumes responsibility for the overall financial planning of the District and for the preparation of the annual budget, and submits it to the Board for review and approval.

O S N U X

☐ ☐ ☐ ☐ ☐

C. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval by the Board.

O S N U X

☐ ☐ ☐ ☐ ☐

D. Maintains or has maintained adequate records for the schools, including financial accounts; business and property records; and personnel, school population, and scholastic records.

O S N U X

☐ ☐ ☐ ☐ ☐

E. Provides suitable instructions and regulations to govern the maintenance of school properties.

O S N U X

☐ ☐ ☐ ☐ ☐

F. Provides suitable instructions and regulations to govern the transportation of students.

O S N U X

☐ ☐ ☐ ☐ ☐

G. Assumes responsibility for the use of buildings and grounds.

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O S N U X
☐ ☐ ☐ ☐ ☐

H. Recommends the locations and sizes of new school sites and of additions to existing sites; the locations and sizes of new buildings; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.

O S N U X
☐ ☐ ☐ ☐ ☐

I. Oversees the processing and submission of required reports.

O S N U X
☐ ☐ ☐ ☐ ☐

J. Interprets the budget and finances to the community.

O S N U X
☐ ☐ ☐ ☐ ☐

K. Remains current on new legislation and implements laws to the best advantage of the District.

Comments regarding Section B:

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C. Governing Board

O S N U X

☐ ☐ ☐ ☐ ☐

A. Attends and participates in all meetings of the Board and its committees, except when excused by the Board.

O S N U X

☐ ☐ ☐ ☐ ☐

B. Takes prompt action to implement all directives of the Board.

O S N U X

☐ ☐ ☐ ☐ ☐

C. Advises the Board on the need for new and/or revised policies.

O S N U X

☐ ☐ ☐ ☐ ☐

D. Provides timely advice to the Board on the implication of changes in statutes or regulations affecting education.

O S N U X

☐ ☐ ☐ ☐ ☐

E. Informs and advises the Board about programs, practices, and problems of schools, and keeps the Board informed of the activities operating under the Board's authority.

O S N U X

☐ ☐ ☐ ☐ ☐

F. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such facts, objective information, and reports as are needed to ensure the making of informed decisions.

O S N U X

☐ ☐ ☐ ☐ ☐

G. Develops and implements rules and regulations in keeping with Board policy.

O S N U X

☐ ☐ ☐ ☐ ☐

H. Acts as chief public relations agent for the District.

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O S N U X

☐ ☐ ☐ ☐ ☐

I. Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy guidance in the future.

Comments regarding Section C:

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D. Personnel

O S N U X
☐ ☐ ☐ ☐ ☐

A. Recommends to the Board the appointment or dismissal of all employees of the District.

O S N U X
☐ ☐ ☐ ☐ ☐

B. Ensures that all employees are evaluated in accordance with the schedule established by the Board.

O S N U X
☐ ☐ ☐ ☐ ☐

C. Determines assignments, defines the duties, and coordinates and directs the work of all employees of the District.

O S N U X
☐ ☐ ☐ ☐ ☐

D. Recommends all promotions, demotions, and salary changes to the Board.

O S N U X
☐ ☐ ☐ ☐ ☐

E. Communicates to all employees all actions of the Board relating to personnel matters, and receives from employees all communications to be made to the Board.

Comments regarding Section D:

Summary:

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CBI-EB ©

EXHIBIT

**EVALUATION OF SUPERINTENDENT
SUPERINTENDENT EVALUATION HANDBOOK
AND
SUPERINTENDENT EVALUATION TOOL**

(Districts may choose either CBI-EA or CBI-EB)

To view/access the District's Superintendent Evaluation Tool Guidance Handbook created by ASA/ASBA, [click here](#).

To view/access the District's Superintendent Evaluation Tool created by ASA/ASBA, [click here](#).

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CE ©
ADMINISTRATIVE COUNCILS, CABINETS,
AND COMMITTEES

The Board authorizes the Superintendent to establish advisory councils, cabinets, and committees when deemed necessary for proper administration of Board policies and for the improvement of the total educational program. All cabinets, councils, and committees created by the Superintendent shall be for the purpose of obtaining to a maximum degree the advice and counsel of the personnel, clients, and patrons of the District.

The number, composition, and work to be done by such cabinets, councils, and committees shall be defined by the Superintendent.

Adopted:

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CFD ©
SCHOOL - BASED MANAGEMENT
(School Councils)

Establishment

A school council shall be established at each school. The Governing Board may delegate to a school council the responsibility to provide input for a curriculum and may delegate any additional powers that are reasonably necessary to accomplish decentralization.

Exception for Small Districts. If a District has only one (1) school or fewer than six hundred (600) students, it is not required under Arizona statutes to have a program of school-based management as outlined in Arizona statutes, and the Governing Board elects not to have such a program.

Purpose

The school council shall provide input for the creation of curricular and instructional strategies/designs that meet the unique learning needs of the students served at each school.

This shared decision making shall not supersede Board/Superintendent decision-making responsibilities unless waived by the Board.

Membership

The school council at each school shall take into consideration the ethnic composition of the local community and shall be composed of:

- A. Parents or guardians of students enrolled in the school who are not employed by the District in the school of proposed membership.
- B. Teachers.
- C. Noncertificated employees.
- D. Community members.
- E. Students if the school is a high school.
- F. The principal of the school.

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Selection

Initially, each of the above school council members shall be selected in the manner and by the procedure specified in A.R.S. [15-351](#). The school council shall then adopt written guidelines that specify the number of school council members and the methods for the selection of school council members. Thereafter, representatives shall be selected by their groups in the manner determined.

There must be an equal number of teachers and parents of pupils enrolled in the school on the council, and they shall constitute a majority of the council members.

The principal will serve as chairperson of the school council unless another person is elected by a majority of the school council members.

Adopted:

LEGAL REF.:

A.R.S.

[15-351](#)

[15-352](#)

[43-1089.01](#)

A.G.O.

I99-018

CROSS REF.:

[BDD](#) - Board-Superintendent Relationship

CBCA- Delegated Authority

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CFD-R ©

REGULATION

SCHOOL - BASED MANAGEMENT

(School Councils)

**Role and Responsibility of
the School Council**

The council:

- A. Is advisory to the school administrative staff.
- B. Is a representative group that solicits input from parents, community, and staff members.
- C. Reviews literature and data.
- D. Makes recommendations for school improvement.
- E. Monitors implementation structure for new instructional designs.
- F. Promotes a shared decision-making model that involves all constituencies in fulfilling the mission and goals of the district.
- G. Provides local leadership and representation in the school decision-making structure.

Additional Authority

Additional responsibilities and authority may be delegated to a school council if deemed necessary by the Board.

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**CH ©
POLICY IMPLEMENTATION**

The Superintendent has the responsibility for carrying out, through administrative regulations, the policies established by the Board. The administrative regulations shall specify required actions and reflect the detailed arrangement under which the District will be operated.

The policies adopted by the Board and the administrative regulations developed to implement policy are designed to promote an effective and efficient school system. All employees and students shall comply with Board policies and administrative regulations.

Adopted:

LEGAL REF.:
A.R.S.
[15-341](#)

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CH-R ©

REGULATION

POLICY IMPLEMENTATION

Principals, directors, and others designated by the Superintendent shall establish procedures for conducting activities within their individual units that are consistent with administrative regulations and Board policies.

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HANDBOOKS AND DIRECTIVES**

Curriculum guides, manuals, handbooks, pamphlets, and similar publications will be presented to the Superintendent for approval prior to publication. The Superintendent shall ensure that all such publications are consistent with Board policies and administrative regulations.

Copies of all such publications shall be provided to the Board.

Adopted:

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CHCA-R ©

REGULATION

HANDBOOKS AND DIRECTIVES

All curriculum guides, manuals, handbooks, pamphlets, and similar publications shall be reviewed by the principal or supervisor and shall be forwarded to the Superintendent for approval prior to printing and distribution.

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**CHD ©
ADMINISTRATION IN THE
ABSENCE OF POLICY**

The Superintendent shall have the authority to implement action if a situation should develop that is not covered by established Board policy. It is the Superintendent's duty to inform the Board of any such action and of the need to develop an official policy.

Adopted:

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ADMINISTRATIVE CONSULTANTS**

Professional consultants from the Arizona School Boards Association, the Arizona Department of Education, universities, and colleges, as well as other resource persons, may be used when such services will be helpful in the improvement of the curricula, physical plant and other requirements of the District. All consultants shall be approved by the Superintendent prior to the invitation and arrangement for such visitation.

Adopted:

LEGAL REF.:

A.R.S.

[15-343](#)

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CM ©
SCHOOL DISTRICT ANNUAL REPORTS

Districts are responsible for filing several annual reports including but not limited to the ones listed below.

Academic Annual Report

The Board shall make an annual report to the County School Superintendent on or before October 1 each year in the manner and form and on the forms prescribed by the Superintendent of Public Instruction or County School Superintendent. The Board shall also make reports directly to the County School Superintendent or the Superintendent of Public Instruction whenever required.

If the District has been assigned a letter grade of *A* pursuant to A.R.S. [15-241](#) during at least two (2) out of the last three (3) consecutive years and has not been assigned a letter grade of *C*, *D*, or *F* during the same three (3) years the District may receive exemptions from statutes and rules prescribed in statute. Should the District believe it qualifies for an exemption the District may submit a request for exemption to the Arizona State Board of Education. The State Board of Education shall review and may approve the exemption submitted by the District. The State Board of Education will not approve exemptions that directly apply to specific areas as noted in A.R.S. [15-215](#).

Financial Annual Report

The Governing Board shall publish an annual financial report for the prior fiscal year by November 15 of each year, using the format prescribed by the Auditor General per A.R.S. 15-904. This financial report shall be prepared and distributed by the District by October 15, including to the Country School Superintendent. On or before October 15 the Governing Board shall submit the annual financial report for the previous fiscal year to the Arizona Department of Education (ADE).

Adopted:

LEGAL REF.:

A.R.S.

[15-213.01](#)

[15-215](#)

[15-341](#)

[15-904](#)

CROSS REF.:

[DBF](#) - Budget Hearings and Reviews/Adoption Process

[DIC](#) - Financial Reports and Statements

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