



Governing Board Agenda Item

Meeting Date: October 15, 2026

From: Dr. Daniel Streeter, Superintendent

Subject: Policy Considerations

Priority: To support informed, engaged, and empowered stakeholders

Consent ☐ Action ☒ Discussion ☐

Background:

The following policies are being revised based on the recommendation of the Arizona School Boards Association:

Policy BCB, BCB-E, Board Member Conflict of Interest

Policy BCB updates include board member requirements for annual training, filing Disclosure Forms, investigations, and maintenance of records. BCB-E updates align the Disclosure Form with USFR guidance.

Policy BEDB, Agenda

This revision reflects the requirements of Chapter 62, HB 2876, amending Arizona's Open Meeting Law. The legislation prohibits a public body from placing a proposal to impose or increase a tax rate, assessment, or fee on a consent agenda. It also provides that any matter discussed in executive session that requires a final vote or decision by the Governing Board must be placed on the regular agenda and may not be included on the consent agenda. These changes reinforce the Open Meeting Law requirement that significant matters requiring Board action be considered as individual agenda items rather than as part of a consent agenda.

Policy CBA, Qualifications and Duties of The Superintendent

This revision reflects the requirements of Chapter 58, HB 2370, amending A.R.S. 15-341. The policy now provides that if the District has a weapons detection system at a school operated by the District, the Governing Board may authorize the Superintendent to modify the system without prior Governing Board approval. The policy also incorporates the statutory requirements that the Superintendent report each modification to the Governing Board within twenty-four (24)

hours and that no other person may be authorized to modify the system without prior Governing Board approval.

Recommended Motion:

I move that the Governing Board approve revisions to Policy BEDB, Agenda, Policy BCB, Board Member Conflict of Interest, and Policy CBA, Qualifications and Duties of the Superintendent as presented.

Approved for transmittal to the Governing Board: 
Dr. Daniel Streeter, Superintendent

Questions should be directed to: Dr. Daniel Streeter, Superintendent
Phone: (520) 682-4774

BCB ©
BOARD MEMBER CONFLICT
OF INTEREST

**Board Member Voting
Restrictions**

Notwithstanding any other provision of law, a Governing Board member shall be eligible to vote on any budgetary, personnel, or other question that comes before the Board, except that it is unlawful for a member to vote on a specific item that concerns the appointment, employment, or remuneration of the Board member or a Board member's spouse or dependent as defined in A.R.S. 43-1001 and in accordance with A.R.S. 15-323.

Employment Limitations

No dependent, as defined in A.R.S. 43-1001, of a Governing Board member may be employed in the District, except by consent of the Board in accordance with A.R.S. 15-502. Small school Districts, as defined by A.R.S. 15-901, are granted an exception regarding employment of substitute teachers. [A.R.S. 15-421(E)]

No employee of the District or the spouse of such employee may hold membership on the Governing Board of the District. Small school Districts, as defined by A.R.S. 15-901, are granted an exception regarding employment of substitute teachers. [A.R.S. 15-421]

Pursuant to A.R.S. 15-421, the District is allowed to employ, including through a third (3rd)-party contractor who provides services to the District, any person who served as a member of the School District Governing Board during the preceding two (2) years only in a position in which the person will provide services directly to students, including as a certificated, a substitute teacher, and an employee or contractor who provides transportation, instructional support, or student support services. The District is authorized to increase the time period for this restriction to be more than two (2) years.

Conflicts of Interest

The District shall annually provide conflict of interest training to all Board members. The training shall include information regarding the District's policies regarding conflicts of interest, what constitutes a substantial and remote interest under the applicable statute, the definition of relative pursuant to A.R.S. 38-502(9), how and when to complete the District's annual Conflict-of-Interest Disclosure Form, the requirements to refrain from discussion or voting on a matter in which they or a relative has a substantial interest, and the penalties for violating the applicable statutes.

Each Board member shall annually complete and sign the District's Conflict-of-Interest Disclosure Form (BCB-E) and within fifteen (15) days of any change in circumstance. Board members shall complete and sign the Conflict-of-Interest Disclosure Form every January of their term and, if they are a new

Board member, within five (5) days of starting their term. Evidence of the guidance provided and signed Disclosure Forms shall be maintained by the District in compliance with the Uniform System of Financial Records (USFR), and all disclosures shall be kept on file for public inspection as required by A.R.S. 38-509.

Any Board member or employee of the District who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to the District shall make known that interest in the official records of the District and shall refrain from voting upon or otherwise participating in any manner as a Board member or employee in such contract, sale, or purchase. [A.R.S. 38-503]

Any Board member or employee who has, or whose relative has, a substantial interest in any decision of the District shall make known such interest in the official records of the District and shall refrain from participating in any manner as a Board member or employee in such a decision. [A.R.S. 38-503]

"Refrain from participating in any manner" means more than just refraining from making a final decision. It means participating in any way in the process leading up to a decision. An employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

~~Purchases from~~ Investigations

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation in a Governing Board meeting or other discussions when a substantial interest may exist.

Purchases from Governing Board Members

School district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. Purchases for services may only be made after public competitive bidding. Purchases of supplies, materials, and equipment from Board members are subject to the following:

- A. Purchases less than one hundred thousand dollars (\$100,000) comply with the Uniform System of Financial Records (USFR) guidelines and written quotations.
- B. Purchases of one hundred thousand dollars (\$100,000) and above comply with the school district procurement rules for public competitive bidding.

Purchases from Governing Board Members for Districts with 3,000 or More Students:

A. Purchases for supplies, materials, and equipment are limited to three hundred dollars (\$300) per transaction.

B.Total purchases within any twelve (12) month period are limited to one thousand dollars (\$1,000).

C. The Board has, by majority vote, adopted or reconfirmed a policy authorizing such purchases within the preceding twelve (12) month period.

Purchases from Governing Board

Members for Districts with

Fewer than 3,000 Students:

A. Each purchase is approved by the Governing Board;

B. Although there is no limit on the amount of the purchase, the amount of the purchase is included in the Board's meeting minutes.

Filing of Disclosures

The District shall maintain in the District's official records and for public inspection in a special file all Board Member Conflict of Interest Disclosure Forms and all other documents necessary to memorialize all disclosures of substantial interest made known pursuant to the statutory conflict-of-interest provisions. [A.R.S. 38-509]

Adopted: ~~September 11, 2025~~ <-- SOP:AdoptionDate -->

LEGAL REF.:

A.R.S.

15-213

15-323

15-421

15-502

38-481

38-503

38-509

43-1001

A.G.O.

I84-012

I87-035

I88-013

I06-002

Attorney General Arizona Agency Handbook, Chapter 8
Uniform System of Financial Records

CROSS REF.:

BBBA - Board Member Qualifications

DJE - Bidding/Purchasing Procedures

BCB-E ©

EXHIBIT

BOARD MEMBER CONFLICT
OF INTEREST

BOARD MEMBER - CONFLICT OF INTEREST STATEMENT

The undersigned, being a School Board Member of Marana Unified School District No. 6, hereby declare that:

☐ There is no Conflict of Interest at this time. I will immediately submit a revised form to the Procurement Department should a Conflict of Interest arise, with a separate form for each conflict.

OR

☐ A current Conflict of Interest exists and the undersigned or a relative of the undersigned has a pecuniary interest in certain materials and/or services which may be purchased by the District

The undersigned agrees to refrain from giving advice, making decisions, or otherwise participating in any manner as an employee in any decision concerning such materials and/or services. This statement is signed pursuant to A.R.S.

DISCLOSURE FORM

Governing Board members must file a Conflict of Interest Disclosure within five (5) calendar days after assuming office and at least annually thereafter, either identifying any substantial interest the Board member or the Board member's relative has or stating that neither the Board member nor the Board member's relative has any substantial interest requiring disclosure.

All Conflict of Interest Disclosure Forms shall be filed with _____ [name District location/department] and maintained in the District's official records in accordance with law.

It is the Board member's responsibility to update and submit a revised Disclosure Form to the location/department noted above within fifteen (15) calendar days after any new substantial interest arises following the date of the most recent disclosure.

I, _____, do hereby indicate that:

I am presently a District Governing Board Member of the _____ School District, and that;

A. I understand my responsibility for disclosing conflicts of interest as required by Arizona law and Policy BCB;

B. I understand the statutory consequences for noncompliance with conflict of interest in A.R.S. 38-510 and any additional consequences imposed in accordance with Policy BCB;

C. I agree to comply with all conditions and restrictions the District imposes regarding my involvement for which I or my relative have a conflict of interest;

D. I agree to submit an updated Disclosure Form for any changes to circumstances within fifteen (15) days.

Date	Signature
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STATEMENT OF NO CONFLICT

To be completed only if you do not or your relative does not have a conflict of interest.

I, _____, do hereby indicate that I do not have, and none of my relatives has, a substantial interest in any contract, sale, purchase, service, decision, investigation, or other matter of the _____ School District.

Date	Signature
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STATEMENT OF CONFLICT

To be completed only if you or your relative has a conflict of interest.

I (or my relative[s]: _____) have a substantial interest in the contract, sale, purchase, decision, investigation, or other matter by the _____ Governing Board as described below.

Identify the contract, sale, purchase, service, decision, investigation, or other matter in which you or your relative may have a "substantial interest" under A.R.S. §§ 38-501 to 511, and in accordance with Policies BCB and GBEAA.. (Use as much space as necessary.)

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(Name of business, materials and/or service)	
(Name of Relative)	(Relationship)

Board Member Name (Typed or printed)
Board Member Signature
Date

(Examples: Domestic Partner, Father, Mother, Son, Daughter, Sister, Brother, Spouse, Step Children, Father-in-law, Mother-in-law, Son-in-law, Sister-in-law, Brother-in-law, Step Parents, Former Spouse.)

Conflict of Interest

Any Board member or employee of the District who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to the District shall make known that interest in the official records of the District and shall refrain from voting upon or otherwise participating in any manner as a Board member or employee in such contract, sale, or purchase. [LEGAL REF.: A.R.S. 38-503]

Any Board member or employee who has, or whose relative has, a substantial interest in any decision of the District shall make known such interest in the official records of the District and shall refrain from participating in any manner as a Board member or employee in such a decision. [LEGAL REF.: A.R.S.

Describe the "substantial interest" referred to above. (Use as much space as necessary.)

Date
Signature

**STATEMENT OF DISQUALIFICATION FROM PARTICIPATING
IN A GOVERNING BOARD MATTER**

*To be completed if you have a conflict as identified above with
an item on a Governing Board Meeting Agenda*

To avoid any possible conflict of interest under A.R.S. §§ 38-503501]

"Refrain from participating in any manner" means more than just refraining from making a final decision. It means to 511, I will refrain from participating in any way in the process leading up to a decision. An employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

**Purchases from Governing Board Members
for Districts with 3,000 or More Students**

School district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. Purchases for services may only be made after public competitive bidding. Purchases of supplies, materials, and equipment from Board members are subject to the following:

- A. Purchases for supplies, materials, and equipment are limited to three hundred dollars (\$300) per transaction;
- B. Total purchases within any twelve (12) month period are limited to one thousand dollars (\$1,000);
- C. The purchases comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations.
- D. The Board has, by majority vote, adopted or reconfirmed a policy authorizing such purchases within the preceding twelve (12) month period.

[LEGAL REF.: A.R.S. 38-503; 15-323; A.G.O. I84-012; I06-002]

Filing of Disclosures

The District shall maintain for public inspection in a special file all documents necessary to memorialize all disclosures of substantial interest made known pursuant to the statutory conflict-of-interest provisions. [LEGAL REF.: A.R.S. 38-509]

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.manner on Item _____ on the _____ (date) Governing Board Agenda because I or my relative has a conflict of interest in

the matter. If I have not previously disclosed this conflict of interest, I will prepare and submit an updated Board Member Conflict of Interest Disclosure Form that provides the necessary information regarding my conflict.

I understand that I should also orally indicate my conflict with the Agenda Item at the meeting, if I am in attendance, and then refrain from participating in any matter.

This Statement of Disqualification will be maintained with the minutes of the Governing Board meeting at which I have declared my conflict.

Date	Signature

BEDB

AGENDA

The agenda shall list the specific matters to be discussed, considered or decided at the meeting. Except for a meeting through technological devices, the agenda shall also include the time that the public will have physical access to the meeting place. The Governing Board may discuss, consider or make decisions only on matters listed on the agenda and other matters related thereto. (*Subject to A.R.S. [38-431.02](#)*)

Preparation and Dissemination

Regular Meetings

The Superintendent will prepare Board meeting agendas in consultation with the Board President.

The Superintendent, ~~with the approval of the Board President, on behalf of the Governing Board as a whole,~~ may place items on the agenda. Any Board member proposing an item for consideration of placement on the agenda will notify the Superintendent of the particular item of business by 12:00 p.m. at least four (4) working days before the meeting.

The agenda and supporting materials shall be distributed to the Board members not less than twenty-four (24) hours prior to the meeting.

Copies of the agenda shall be available to the public and the press.

Special Meetings

Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.

These procedures may be altered by the Superintendent during an emergency or when compliance would be impractical. However, the Superintendent shall comply with all legal requirements in scheduling special meetings.

Order of Business

Unless changed by a majority vote of Board members present at a meeting, the order of business shall be as follows:

Regular meetings:

A. Call to order

B. Roll call

C. Adopt agenda; Pledge of Allegiance/moment of silence

D. Recognitions/presentations

E. Board Communications

F. Remarks from the public (*members of the Governing Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*)

G. Superintendent's comments

H. Consent agenda - Includes, but is not limited to:

1. Minutes of previous meeting
2. Voucher reports
3. Personnel reports
4. Out-of-state travel

A proposal to impose or increase a tax rate, assessment or fee in this state may not be placed on the consent agenda.

I. Unfinished business

J. New business

K. Board member requests for future agenda items.

L. Future meetings

M. Adjournment

Special meetings:

A. Call to order

B. Items for which the special meeting was called (*May include timely action, discussion, and information items as conditioned for regular meetings.*)

C. Announcements

D. Adjournment

Executive sessions:

An executive session may be scheduled, as necessary, during either a regular or special meeting. (See *Arizona Attorney General Agency Handbook Section 7.6.7.*)

1. When an executive session is to be held, the notice must state the specific provision of law authorizing the executive session. An agenda is also required and must contain a general description of the matters to be considered.

2. The following statement may be included on every agenda:

"The Board may vote to hold 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\(A\)\(3\)](#)."

3. A matter that is discussed in executive session on which the Governing Board must take a final vote or make a final decision must be placed on the regular agenda and may not be placed on the consent agenda.

Emergency meetings

In the case of an actual emergency, the Governing Board, after giving such notice as is appropriate to the circumstances, may act on an emergency matter or call an emergency meeting in accordance with the requirements set out in A.R.S. [38-431.02](#). The emergency meeting shall follow the order of business for a special meeting. An emergency meeting shall be subsequently followed by the posting of a public notice within twenty-four (24) hours declaring that an emergency session has been held and setting forth the information specified by A.R.S. [38-431.02](#). Chapter 7 of the Arizona Agency Handbook shall be consulted for guidance when an emergency action or meeting is being considered.

Accommodations for Individual with Disabilities

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Superintendent's Office at (520) 682-4774 and MUSD6@maranausd.org. Requests should be made as early as possible to allow time to arrange the accommodation.

Adopted: ~~September 11, 2025~~

LEGAL REF.:

A.R.S.

[38-431](#)

[38-431.01](#)

[38-431.02](#)

[38-431.03](#)

28 CFR § 35.163

7.6.7 AZ Agency Handbook

CROSS REF.:

[BDB](#) - Board Officers

[BE](#) - School Board Meetings

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.

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.

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.

If the District has a weapons detection system at a school operated by the District, the Governing Board may authorize the Superintendent to modify the system without prior approval by the Governing Board. If authorized to modify the system, the Superintendent shall report each modification to the Governing Board not later than twenty-four (24) hours after the modification is made. No person other than the Superintendent may be authorized to modify the weapons detection system without prior approval by the Governing Board.

- 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: ~~SOP:AdoptionDate~~

LEGAL REF.:

A.R.S.

[15-341](#)

[15-503](#)

[15-802](#)

[38-201](#)

[41-1758](#)

A.A.C.

[R7-2-603](#)

CROSS REF.:

[CBI](#) - Evaluation of Superintendent