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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, Governing Board President, and another Board member when possible, shall prepare the agendas for Governing Board meetings.

The Superintendent may place an item on the agenda, in consultation with the Board President, and an item shall be placed on the agenda upon the request of two (2) Governing Board members.

Employees and constituents of the District may request that items be placed on the agenda. Any such request must be received by the Superintendent at least three (3) weeks prior to the Board meeting for which the item is requested to be on the agenda. Requests must be in writing.

- The inclusion on the agenda of employee or constituent requests shall be at the discretion of the Governing Board President, after consultation with the Superintendent. If a request is denied, the person making the request will be so notified. Due to time or other constraints, or the length of the agenda for any specific meeting, it also is possible that an employee or constituent request may be granted, but for a later meeting.

- Generally, a request by an employee or constituent for inclusion on the agenda will not be granted if the employee or constituent has not first attempted to resolve the issue through administrative channels, up to and including the Superintendent.

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. Pledge of Allegiance

C. Rules of Order

D. Outstanding Achievements

E. Celebrations and recognitions

F. Public comments (*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. Consent agenda items - includes but is not limited to:

1. Minutes of previous meeting

2. Voucher reports

3. Field Trip Requests

4. Fundraising Requests

5. Personnel reports

6. Gifts and Donations

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

H. Unfinished Business

I. New Business

J. Discussion/Reports (*Items to be heard only; the Board will not propose, discuss, or take legal action during the meeting unless the specific matter is properly noticed for legal action*.)

K. Agenda Planning

L. 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. 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. **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 by contacting Governing Board Secretary at 520-209-7500 or superintendent@cfsd16.org. Requests should be made as early as possible to allow time to arrange the accommodation.

Adopted: _____ **November 23, 2026**

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.:
BDA - Board Organizational Meeting and Board President Duties
BDB - Board Officers
BE - School Board Meetings