Catalina Foothills Unified School District #16
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BOARD AGENDA ITEM

ITEM NO: 5.1

BOARD MEETING DATE: Tuesday, November 10, 2026

NEW BUSINESS ITEM: Consideration of New Policy BEDB, *Agenda* (first reading)

SUBMITTED BY: Denise Bartlett, Superintendent

PRESENTED BY: Denise Bartlett, Superintendent

The proposed revisions to Policy BEDB, *Agenda,* consolidates the language from former Policy BEDBA, *Agenda Preparation and Dissemination*, into Policy BEDB and incorporates additional language to clarify procedures for preparing agendas and conducting Governing Board meetings.

The consolidation allows the District to maintain its established procedures within a single, comprehensive policy while providing clarity regarding meeting requirements and compliance with Arizona's Open Meeting Law.

The proposed revisions include the following:

- **Agenda Requirements:**
  - Clarifies that meeting agendas must identify the specific matters to be discussed, considered, or decided and, except for meetings conducted through technological devices, specify when the public may physically access the meeting location.
  - Board discussion and action are limited to properly noticed agenda items and related matters.
- **Special Meeting Procedures:**
  - Establishes that special meetings will generally follow the same agenda preparation and dissemination procedures as regular meetings.

    - The Superintendent may modify these procedures during emergencies or when compliance is impractical, provided all legal requirements are met.
- **Order of Business:** Incorporates the established order of business for regular and special Governing Board meetings, including public comments, consent agenda items, unfinished business, new business, discussion and reports, and agenda planning.
- **Public Comments and Board Discussion:**
    - Clarifies that Governing Board members may not discuss or take legal action on matters raised during public comments unless those matters have been properly noticed on the agenda.
    - Discussion and report items may not result in Board action unless appropriately noticed.
- **Consent Agenda Restrictions:** Identifies the types of routine business that may be included on the consent agenda and expressly prohibits placing proposals to impose a new or increase an existing, tax rate, assessment, or fee on the consent agenda.
- **Executive Sessions:**
    - Establishes requirements for executive session notices and agendas, including identification of the statutory authority and a general description of the matters to be considered.
    - Clarifies that matters requiring a final Board vote or decision must appear on the regular agenda rather than the consent agenda.
- **Emergency Meetings:** Incorporates procedures for conducting emergency meetings in accordance with Arizona law, including appropriate notice, the order of business, and subsequent public notification requirements.
- **Accessibility Accommodations:** Adds language addressing reasonable accommodations for individuals with disabilities who wish to attend Governing Board meetings, including procedures for requesting assistance.

These revisions preserve existing District practices while strengthening procedural clarity, transparency, and compliance with applicable legal requirements.

RECOMMENDED MOTION: I move that the governing board approve Policy BEDB, *Agenda*, as presented.