



**GOVERNING BOARD AGENDA ITEM  
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

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**DATE OF MEETING: November 13, 2012**

**TITLE: Review of Proposed Revisions Contained in Board Policy Classification D (Fiscal Management)**

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**BACKGROUND:**

ASBA Policy Services periodically provides suggested revisions to Governing Board policies. This item is presented to permit the Board to review policy revisions to the D-series of policies regarding Fiscal Management.

**DBC-R — Budget Planning, Preparation, and Schedules** was revised to reflect updated legal and cross-policy references and language clarification.

**DBF — Budget Hearings and Reviews/ Adoption Process**

The Fiftieth Legislature enacted changes to A.R.S. 15-904, School District Annual Financial Report (AFR), and A.R.S. 15-905, School District Budgets, which affect the AFR reporting requirements and budget notice, submission, and posting. This Policy was revised for clarity and to add the cross reference DBC, Budget Planning, Preparation and Schedules.

**DGD, DGD-R, DGD-E – Credit Cards**

This policy (and its Regulation and Exhibit) was added to the Policy Manual on June 21, 2011. They have been revised in response to USFR Memorandum No. 253. The Advisory addresses Policy DGD which will need to be considered by the board. The regulation (DGD-R) and the exhibit (DGD-E) need the attention of the superintendent; board action is not necessary. Memorandum No. 253 addresses the need for more definitive language related to the use, security, control limits, issuance, purchasing limitations, purchasing documentation, payment processing, rebates/incentives, and staff training. Language adjustments to regulation DGD-R provide the necessary language. Exhibit DGD-E has additional language that documents that the person signing the exhibit has been advised of purchasing limitations and has been provided the opportunity to ask questions related to Policy DGD and Regulation DGD-R.

**DIC — Financial Reports and Statements**

Policy document model DIC, Financial Reports and Statements, has been updated to include the provision added to A.R.S. 15-904 by House Bill 2421, and to also draw the user's attention to the added cross reference DBC-R, Budget Planning, Preparation and Schedules.

**DJE – Bidding/Purchasing Procedures**

Senate Bill 1263 established a number of language adjustments in a variety of Arizona Revised Statutes. Among them is A.R.S. section 15-213 pertaining to procurement practices, which has language added related to obtaining bid security for the construction-manager-at-risk method of project delivery and to contracts for materials or services and contracts for job-order-contracting construction services. Language has been added to policy document model DJE, Bidding/Purchasing Procedures, and regulation document model DJE-R to reflect the statutory provisions. New language provides Boards the opportunity to extend job-order-contracting beyond five (5) years should the board

determine a longer duration is advantageous to the district. Such a determination shall be recorded in board meeting minutes and a copy maintained in the bid/contract file. Best practice suggests the duration of the contract including possible extension beyond five (5) years must be noted in the bid language and in the contract.

Senate Bill 1060 adds section L to A.R.S. 15-213 which states that the maximum limit amount of an individual job order for job-order-contracting construction services shall be one million dollars or a higher or lower amount prescribed by the governing board. Policy language provides the opportunity to determine the maximum amount the board will prescribe as appropriate for the district. Board action on this Policy Advisory must include that amount.

#### **DKB — Salary Deductions**

Substantial changes were made to A.R.S. 23-261.02 by Senate Bill 1365. Specific conditions concerning any deduction from an employee's paycheck for political purposes are enacted into the law and include potential considerable penalties for a violation by the school district or an entity that provides an inaccurate statement concerning use of the deduction for a political purpose.

This policy has been updated to disclose the requirements of the law. Although the law applies to deductions made after October 1, 2011, and the declarations must be made on forms consistent with rules adopted by the Attorney General, school systems are encouraged to become fully informed of the requirements and possible penalties prior to the implementation date.

Employee organizations that seek to work with their members to continue to make contributions -- consistent with the new law -- should be allowed to meet with their members on school district premises at a time where the employee is free from work duties or obligations. Contributions made by an individual employee through an automatic deduction from their personal bank accounts continue to be legal under this law

#### **DN — School Properties Disposition**

SB1263 altered A.R.S. 15-342 relating to the Board's discretionary powers pertaining to the sale or lease of District property. The language has been inserted into policy document model DN, School Properties Disposition, along with new provisions concerning the donation of surplus or outdated materials, equipment and furnishings as well as a provision for the sale of certain items to students enrolled in the District.

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**RECOMMENDATION:** This item is presented for the Board's study.

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**INITIATED BY:**



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**Todd A. Jaeger, Associate to the Superintendent**

**Date: November 5, 2012**



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**Patrick Nelson, Superintendent**