

SCHOOL BOARD OPERATIONAL GOALS

The Governing Board is responsible to the people of the District and, therefore, should be aware of opinions and attitudes in the community and of identified District needs.

As representatives of the people [who own and support the schools](#), the Board accepts the responsibility to identify community attitudes and opinions and District needs and to require short- and long-range strategies that are responsive within the budgetary limitations of the District.

Adopted: [March 6, 2007](#) [date of Manual adoption](#)

LEGAL REF.: A.R.S. 15-321
 15-341

SCHOOL BOARD LEGAL STATUS

The Arizona Constitution places the responsibility of establishing and maintaining public schools on the Arizona legislature and directs the legislature to provide for a state board of education, which has general supervision of the public schools. It is further provided that local public schools under the general supervision of the State Board of Education shall be maintained, developed, and operated by locally elected boards. Legally, then, local school boards are instruments of the Arizona Legislature and derive their authority from the Arizona Constitution, Arizona statutes, and the regulations of the **State Board of Education** **Arizona Administrative Code**.

Adopted: date of **manual** **Manual** adoption

LEGAL REF.: A.R.S. 15-421(A)
Arizona Constitution, Art. XI, Section 1
Arizona Constitution, Art. XX, Paragraph 7

BOARD POWERS AND RESPONSIBILITIES

The Board shall act **within the course and scope of their duties as set forth in Arizona law** as the general agent of the state of Arizona in carrying out the will of the people of this District in the matter of public education.

The Board is authorized under the laws of the state of Arizona to adopt all needed policies and regulations for the organization, evaluation, and governance in the District.

The Board performs the following basic functions necessary to the discharging of its responsibilities: legislative, executive, and appraisal:

- The legislative function is the policy-making aspect of the ~~school system~~ District. It is the policy of the Board to retain and exercise full legislative authority and control over the schools by adopting general policies or by acting directly in matters not covered by its policies.
- The executive function of the Board is concerned with placing in operation existing Board policy. Most of this function is delegated by the Board to its executive and administrative officer, the Superintendent.
- The appraisal function involves the determination of the efficiency of the school operation and an evaluation of the educational program of the District based on the policies as outlined in the policy manual.

The duties and obligations of an individual Board member include the following:

- To become familiar with the state's school laws, regulations of the State Department of Education, and District policies, rules, and regulations.
- To have a general knowledge of the educational aims and objectives of the ~~system~~ District.
- To work harmoniously with other Board members without neglecting a proper share of the work or trying to dominate the Board.
- To vote and act in Board meetings impartially for the good of the District.
- To accept the will of the majority vote in all cases, and give wholehearted support to the resulting policy.
- To accept the responsibility for confidentiality in appropriate matters, especially those dealing with students and personnel and the divulging of privileged information that could cost the District money, support, or public confidence.
- To represent the Board and the District to the public in a manner that promotes both interest and support.
- To refer complaints to the proper school authorities and to refrain from individual counsel and action.
- To perform other appropriate duties that may arise.

Adopted: date of ~~manual~~Manual adoption *Revised:* April 9, 2002

LEGAL REF.: A.R.S. 15-321

15-341

15-342

LEGAL REF.: A.R.S. 15-321 15-341 15-342

A.G.O. I81-054

^ & ^B-0350 © BBBA
BOARD MEMBER QUALIFICATIONS
(Governing Board Membership)

A person who is a registered voter of this state and has been a resident of the District for one (1) year immediately preceding the day of election is eligible for election to the office of Governing Board member.

No employee of the District or the spouse of such employee may hold membership on the Governing Board of this District.

A Governing Board member is ineligible to serve simultaneously as a member of any other [school district](#) Governing Board, except that a Governing Board member may be a candidate for nomination or election for any other Governing Board if serving in the last year of a term of office.

Five-Member Board Same Household Limitation

By legislative restriction applicable to five (5) member Boards, persons related as immediate family and having the same household within four (4) years:

- Shall not serve simultaneously on the Governing Board.
- Are ineligible to be a candidate for nomination or election to the Governing Board, except when a member is serving in the last year of a term of office.
- Are ineligible to be simultaneous candidates for nomination or election to the Governing Board.

A qualified elector residing in the District may bring an action in Superior Court to enforce these restrictions.

For purposes of this policy, the definitions of "immediate family" and "household of residence" set out in A.R.S. 15-421 shall apply.

Adopted: **January 12, 2010** [date of Manual adoption](#)

LEGAL REF.: A.R.S. 15-421
 38-201
 38-296.01
 Arizona Constitution, Article VII, Section 15

^ & ^B-0400 © BBBB
BOARD MEMBER OATH OF OFFICE
Oath of Office

Board members shall take and subscribe to the oath prescribed for public officers pursuant to A.R.S. 38-231.231, and forward the acknowledged oath on the same day to the County School Superintendent. The person taking the oath shall file a copy of the acknowledged oath in the District office. The District office shall keep such copy on file as long as the Board member remains on the Governing Board and for a period of five (5) years after last serving on the Board.

Time of Oath (Governing Board Members)

When a different time is not prescribed, the oath of office shall be taken, and subscribed, and filed within ten (10) days after the Board member has notice of appointment or, if elected, at any time after receipt of the certificate of election, and/or before commencement of the term of office.

Familiarization with Open Meeting Law

A newly elected or appointed Governing Board member shall, at least one (1) day before commencement of the term of office taking office, review the Arizona open meeting law (OML) material prepared by the attorney general.

Adopted: March 6, 2007 date of Manual adoption

LEGAL REF.: A.R.S. 15-426
 38-231
 38-232
 38-233
 38-431.01

Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings

EEXHHIIBIITT EEXHHIIBIITT EEXHHIIBIITT

B-0431 © BBBB-E

EEXHHIIBIITT EEXHHIIBIITT

BOARD MEMBER OATH OF OFFICE

Oath of Office

In addition to any other form of oath or affirmation specifically provided by law, any officer or employee shall take and subscribe to the following oath or affirmation before entering upon the duties of such appointed office or employment.

State of Arizona, County of _____, I,
_____ [type or print name], do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of _____ [name of office] according to the best of my ability, so help me God (or so I do affirm).

(Signature of officer or employee)

LEGAL REF.: A.R.S. 38-231

Adopted: date of manual adoption

BOARD MEMBER RESIGNATION

Any Board member who desires to resign from the Governing Board shall send a letter of resignation to the office of the **Secretary of State, with a copy to the** County School Superintendent, **with a copy to the Secretary of State**, giving the effective date of resignation. The resigning Board member shall furnish a copy of such letter to each other member of the Board and to the Superintendent prior to the date on which said resignation is to become effective.

Adopted: **March 6, 2007** date of Manual adoption

LEGAL REF.: A.R.S. 15-302
 38-101
 38-291
 38-294

BOARD MEMBER REMOVAL FROM OFFICE

A Board member's position may be considered vacant or the Board member may be removed from office for reasons included in A.R.S. 38-291. These reasons are:

- Death of the person holding the office.
- Insanity of the person holding the office, when judicially determined.
- Resignation of the person holding the office and the lawful acceptance of the resignation.
- Removal from office of the person holding the office.
- The person holding the office ceasing to be a resident of the district for which he was elected.
- Absence from the state by the person holding the office, without permission of the legislature, beyond the period of three (3) consecutive months.
- The person holding the office ceasing to discharge the duties of office for the period of three (3) consecutive months.
- Conviction of the person holding the office of a felony or an offense involving a violation of official duties.
- Failure of the person elected or appointed to such office to file an official oath within the time prescribed by law.
- A decision of a competent tribunal declaring void the election or appointment of the person elected or appointed to the office.
- Failure of a person to be elected or appointed to the office.
- A violation of section 38-296 by the person holding the office.

Every public officer holding an elective office, either by election or by appointment, is subject to recall from such office by the qualified electors of the electoral district from which candidates are elected to that office.

Adopted: **March 6, 2007** *date of Manual adoption*

LEGAL REF.: A.R.S. 19-201
19-202
19-202.01
19-209
19-216
38-291
38-296
38-431.07

UNEXPIRED TERM FULFILLMENT

Any vacancy of a Governing Board member, as defined in A.R.S. 38-291, may be filled by appointment by the County School Superintendent as prescribed by state law. Such appointment shall be until the next regular election, at which time a successor shall be elected to serve the unexpired portion of the term. The County School Superintendent may call for an election to fill a vacancy on a local Governing Board as an alternative to appointment.

When a vacancy occurs, the Governing Board may, within thirty (30) days after notification of the vacancy, submit to the County School Superintendent up to three (3) names for consideration of an appointment to fill the vacancy. The County School Superintendent is not required to appoint a Governing Board member from the list of names submitted by the Board.

Adopted: **January 12, 2010** date of Manual adoption

LEGAL REF.: A.R.S. 15-302
 38-291
 A.G.O. I82-111
 Arizona Constitution, Article VII, Section 15

BOARD MEMBER ETHICS

The following statements are endorsed by the Governing Board.

Because of the vital and important role that the public schools of our state and country play in providing the basic foundation for democratic living and for sustaining the American way of life, and because, therefore, Governing Board membership represents such a challenging responsibility, this code of ethics is recommended by the Amphitheater Governing Board as a guide to its members as they strive to render effective and efficient service to their community.

Individual Governing Board members should honor the high responsibility demanded by Board membership by:

- Thinking always in terms of "children first."
- Understanding that the basic function of the Board members is policy making, and not administration, and by accepting the responsibility of learning to discriminate intelligently between these two (2) functions.
- Accepting the responsibility, along with fellow Board members, of seeing that the maximums of facilities and resources are provided for the proper functioning of schools.
- Refusing to "play politics" in either the traditional partisan sense or in any petty sense.
- ~~Representing at all times the entire school~~ Considering at all times the diversity of concerns within the community.
- Accepting the responsibility of becoming well informed concerning the duties of Board members and the proper functions of public schools.
- Recognizing responsibility as state officials to seek the improvement of education throughout the state.

Individual Governing Board members should respect their relationships with other members of the Board by:

- Recognizing that authority rests only with the Board in official meetings, and that individual members have no legal status to bind the Board outside of such meetings.
- ~~Recognizing the integrity of their predecessors and associates and the merit of their work.~~
- Refusing to make statements or promises as to how they will vote on any matter that should properly come before the Board as a whole.
- Making decisions only after all facts bearing on a question have been presented and discussed.
- Respecting the opinions of others and graciously conforming to the principle of majority rules.

- Refusing to participate in ~~irregular secret meetings – such as secret or "star chamber" meetings – that are not official~~ and that all members do not have the opportunity to attend

Individual Governing Board members should maintain desirable relations with the Superintendent and the Superintendent's staff by:

- Striving to procure, when the vacancy exists, the best professional leader available for the head administrative post.
- Giving the Superintendent full administrative authority for properly discharging assigned professional duties and also holding the Superintendent responsible for acceptable results.
- Acting only upon recommendations by the Superintendent in matters of employment or dismissal of school personnel.
- Having the Superintendent present at all meetings of the Board except when the Superintendent's contract and salary are under consideration.
- Referring each complaint to the proper administrative office and discussing it only at a regular meeting after failure of administrative solution.
- Striving to provide adequate safeguards around the Superintendent and other staff members to the end that they can live happily and comfortably in the community and discharge their educational functions on a thoroughly professional basis.
- Presenting personal criticisms of any employee directly to the Superintendent.

Individual Governing Board members should meet their responsibilities to the community by:

- Attempting to appraise fairly both the present and future educational needs ~~of~~ within the community.
- Regarding it as a major responsibility of the Board to interpret the aims and methods of the schools to the community.
- Insisting that all school business transactions be consistent with state procurement rules ~~on an open, ethical, and aboveboard basis.~~
- Vigorously seeking adequate financial support for the schools.
- Refusing to use their individual positions on the Governing Board in any way whatsoever for personal gain or personal prestige.
- Refusing to discuss personnel matters or any other confidential business of the Board in their homes, on the street, or in their offices.
- Winning the community's confidence that all is being done in the best interests of school children.

Adopted: **March 6, 2007** *date of Manual adoption*

LEGAL REF.: A.R.S. 15-321(C)

BOARD MEMBER CONFLICT OF INTEREST 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 shall be unlawful for a member to vote on a specific item that concerns the appointment, employment, or remuneration of such member or any person related to such member as a dependent as defined in A.R.S. 43-1001. [LEGAL REF.: A.R.S. 15-323]

Employment Limitation

No dependent, as defined in Section 43-1001, of a Governing Board member may be employed in the District, except by consent of the Board. [LEGAL REF.: A.R.S. 15-502]

No employee of the District or the spouse of such employee may hold membership on the Governing Board of the District. [LEGAL REF.: A.R.S. 15-421]

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. 38-503]

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

Pursuant to an award or contract let after public competitive bidding, the Governing Board may make purchases from a Board member if *all of the following conditions* are satisfied:

School district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. Purchases of supplies, materials, and equipment from Board members are subject to the following:

- ♦ The transaction does not exceed•Purchases for goods or services are limited to three hundred dollars (\$300). per transaction;
- ♦ The total•Total purchases from any Board member by the Board within any twelve (12) month period do not exceedare limited to one thousand dollars (\$1,000);
- The purchases comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations.
- ♦• The Board has, by majority vote, approvedadopted or reapprovedreconfirmed 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]

Adopted: date of ~~manual~~[Manual](#) adoption

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
 I88-013
 [I06-002](#)

CROSS REF.: [BBBA - Board Member Qualifications](#)
 [DJE - Bidding/Purchasing Procedures](#)

BOARD ORGANIZATIONAL MEETING

For the purpose of organization of the Governing Board, the Board shall meet at the most convenient public facility in the District. (If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.) Such meeting shall be held between January 1 and January 15 next following the election.

The meeting shall be called to order by the President of the Board for the preceding year. If that person is not a member of the Board, a temporary president shall be elected and the meeting shall be called to order by the temporary president. The person calling the meeting to order shall preside until a successor is chosen.

The new President of the Board shall take office upon election. The Board shall then elect a Vice President. The Vice President shall take the place of the President in case of a temporary absence.

Whenever there is a vacancy in the office of President, the Board shall elect a new officer to fill the vacancy during the unexpired term of office.

Adopted: March 6, 2007 date of Manual adoption

LEGAL REF.: A.R.S. 15-321
38-431 *et seq.*
CROSS REF.: BDB - Board Officers
BE - School Board Meetings
BEC - Executive Sessions/Open Meetings
BEDA - Notification of Board Meetings

President

The duties of the President of the Board shall be as follows:

- Preside over all meetings and conduct meetings in accordance with Arizona law and policies of the District.
- Consult with the Superintendent on the agenda for each meeting.
- Encourage and maintain orderly and democratic participation.
- Keep all discussions factual and on the subject at hand.
- Allow for full and complete exploration of each item of business.

In the absence of the President of the Board, the Vice President shall serve as temporary president. This shall be recorded in the minutes.

Vice President

The Vice President shall serve in the temporary absence of the President. The Vice President shall perform such other duties as are assigned by the Board.

Adopted: **March 6, 2007** *date of Manual adoption*

LEGAL REF.: A.R.S. 15-321

CROSS REF.: BEDB - Agenda

BEDBA - Agenda Preparation and Dissemination

BOARD - SUPERINTENDENT RELATIONSHIP

The establishment of policies is the responsibility of the Board, and the execution of those policies is a function of the Superintendent.

The Superintendent is the chief executive officer of the **Board**~~School~~ **District** and is responsible for the professional leadership and skill necessary to translate the policies of the Board into administrative action.

The Superintendent is responsible for the administration of the District. The Superintendent may delegate the necessary authority to other employees and develop such procedures and regulations as the Superintendent considers necessary to ensure efficient operation of the District.

Adopted: **March 6, 2007** *date of Manual adoption*

LEGAL REF.: A.R.S. 15-503

BOARD COMMITTEES

Committee work of the Board shall usually be done by members of the Board sitting as a committee of the whole. ~~There~~The Board shall not establish standing or permanent committees, and there shall be no standing or permanent committees composed of the Board members. If a temporary committee is appointed, it shall serve only for the time needed for its designated purpose. Committee recommendations shall be advisory only.

Adopted: date of ~~manual~~Manual adoption

LEGAL REF.: A.R.S. 38-431

CROSS REF.: BDF - Advisory Committees

ADVISORY COMMITTEES

The Board may, by majority vote, appoint ad hoc committees when deemed advisable. Recommendations of such committees cannot be binding on the Board; they may be advisory only. These committees will be responsible for presenting to the Board recommendations for action based on research and facts. Any such committee shall automatically be dissolved upon completion of its assignment.

The Governing Board President shall develop guidelines for each committee. These guidelines shall be approved by the Board prior to the first meeting of each committee and will include, but not necessarily be limited to, the following:

- A written, specific statement of the purpose of the committee.
- The dates on which interim and final reports of the committee are to be rendered.
- The date or event upon which the committee will be terminated.
- The extent to which facilities, supplies, equipment, and clerical support will be provided to each committee.

The Superintendent will ensure that the following actions are taken for each committee established by the Board:

- Each committee member will be briefed on the requirements of the Arizona Open Meeting Law (A.R.S. 38-431) as it applies to committees of the Board.
- Notices and agendas of all meetings of the committee will be posted.
- All meetings will be open for public attendance.
- Minutes will be taken and made available for public inspection three (3) working days after the meeting.

A representative of the Board and the Superintendent will serve as ex-officio members of all advisory committees.

Adopted: August 28, 2007 date of Manual adoption

LEGAL REF.: A.R.S. 38-431 *et seq.*

The District may use the services of the County Attorney. However, when the Board deems it to be in the best interest of the District the Board may retain private counsel and services as necessary. Governing Board may employ an attorney to represent the District if the county attorney consents. The purpose for which an attorney is hired shall be set forth in writing by the Board.

The Governing Board may employ legal counsel without the consent of the county attorney when, in its discretion, it deems it advisable.

Compensation and purpose should be determined at the time of employment of private counsel.

The Superintendent and the President of the Board shall be designated as the representatives of the District who may confer with counsel. The District will not be responsible for fees that accrue because of unauthorized individual Board member or staff consultation with private counsel.

Copies of all written requests for opinions and opinions of private counsel shall be furnished by the Superintendent to all Board members. Requests for opinions requiring research or substantial amounts of work on the part of private counsel shall be in writing when practicable. Only the Superintendent may contact private counsel by telephone or in person regarding matters pertaining to the day-to-day operation of the District.

Adopted: date of manualManual adoption

LEGAL REF.: A.R.S. 11-532
 15-341(A)(24)
 15-343
 38-431.07(B)

B-1261

BDG-R

SCHOOL ATTORNEY

The Governing Board's attorney may be asked to review:

- ♦ Land purchase contracts.
- ♦ Construction contracts.
- ♦ Easements and/or permits for utilities.
- ♦ Title and deeds for dedicated sites.
- ♦ The need for new legislation relative to special land use.

The attorney may also be asked to review:

- ♦ Titles and deeds.
- ♦ Settlement documents for land transfer.
- ♦ Condemnation documents for site and easement acquisition.
- ♦ Liens and claims.
- ♦ Deeds of dedication for rights-of-way.
- ♦ Resolutions for Governing Board approval involving easements, rights-of-way, and land sales.

The attorney shall provide legal representation during condemnation proceedings, suits involving construction contracts, and payments.

The attorney shall coordinate settlement and condemnation payments for land and easement acquisition.

Adopted: date of manual adoption

BOARD CONSULTANTS

The District may employ consultants when appropriate to carry out tasks or projects that enhance the effectiveness of District operations (1) when the District does not have the specialized competency on its staff or (2) when such assignments would be burdensome to the school staff when added to their full-time assignments. The kinds of assistance sought from consultants may include, but will not necessarily be limited to (1) conducting fact-finding studies, surveys, and research; (2) providing counsel or services requiring special expertise; and (3) assisting the Board in developing policy and program recommendations. The employment of specific consultants, within the budgeted funds of the District, will be the responsibility of the Superintendent.

Adopted: date of ~~manual~~Manual adoption

LEGAL REF.: A.R.S. 15-341(A)(24)

15-343(A)

A.A.C. R7-2-1061 *et seq.*

R7-2-1117 *et seq.*

SCHOOL BOARD MEETINGS

The Board shall transact all business at official meetings of the Board. These may be either regular or special meetings, defined as follows:

- ♦ Regular meeting - the usual official legal-action meeting, **scheduled and** held regularly.
- ♦ Special meeting - an official legal-action meeting called between scheduled regular meetings to consider **specified only specifically identified** topics.

Every meeting of the Board, regular or special, shall be open to the public except for an executive session that is held in accordance with state law. A "meeting" is defined as the gathering, **in person or through technological devices**, of a quorum of members of a public body to **discuss**, propose or take legal action, including any deliberations with respect to such action, that has been properly noticed, pursuant to Arizona Revised Statutes.

Notice of all Governing Board meetings, regular and special, shall be posted in compliance with the requirements prescribed by A.R.S. 38-431.02 and described in Board Policy BEDA.

Regular Board Meetings

The second and fourth Tuesdays of each calendar month are designated as the regular Board meeting dates.

A regular meeting may be rescheduled or canceled **by agreement of a:**

- **By majority vote of the Board when noticed as a meeting agenda item.**

Written notice of the date, hour, place, and subject (agenda) of each regular meeting of the Board shall be given as follows:

- ♦ **Notice shall be posted at least twenty-four (24) hours preceding the scheduled time of the meeting, with the exception of an actual emergency, in which case such notice as is appropriate to the circumstances shall be given.**
- ♦ **Notice shall be posted at a prominent place, convenient to the public, as designated by the Board in its notice to the County Board of Supervisors.**
- **By declaration of the Board President, or if the President is unavailable another member of the Board, in consultation with the Superintendent, when a significant event beyond the Board's control renders attendance at the meeting unsafe or unreasonable in light of the circumstance, such as:**
 - **Significantly inclement weather conditions, or**
 - **A local, state, or national emergency of a magnitude it intervenes to the extent that convening of the meeting is inadvisable.**
- **When the absence of a quorum of the Board will render the meeting impermissible.**

Every regular meeting of the Board shall be open to the public, and the Board shall meet at the most convenient public facility in the District. (If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.)

Special Board Meetings

Special meetings may be called whenever deemed necessary. Written or telephoned notice of all special meetings shall be given to the members of the Board, and written notice shall be posted, at least twenty-four (24) hours prior to the time stated for the meeting to convene. Said notice shall indicate the subject (agenda)purpose of the special meeting. No other business other than the matters specified in the notice shall be transacted at such meeting. Special meetings shall be open to the public.

Adopted: date of manualManual adoption

LEGAL REF.: A.R.S. 15-321
 15-843(A)
 38-431 *et seq.*
 A.G.O. I79-045 (R79-023)45
CROSS REF.: BEC - Executive Sessions/Open Meetings
 BEDA - Notification of Board Meetings
 BEDB - Agenda
 BEDC – Quorum

EXECUTIVE SESSIONS / OPEN MEETINGS

The Board may enter into executive session after the following requirements have been met:

- A notice of the executive session has been provided to the Board members and the general public stating the provision of law authorizing the executive session in accordance with Board Policy BEDA.
- ♦• The Board has first been convened in open meeting, for which notice, stating the specific provision of law authorizing the executive session, has been given.
- ♦• The Board President has identified the section or sections of A.R.S. 38-431.03(A) that authorize the holding of the executive session and has stated the language of the section(s) and a general description of the matters to be considered.
- ♦• The executive session is authorized by a vote in open session.

No final action, decision, or vote shall be taken while the Board is in executive session, except as provided by law.

The Board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

During the executive session, all persons present in the executive session will be read the admonition on the confidentiality of the executive session minutes and deliberations.

Adopted: date of manualManual adoption

- LEGAL REF.:
- A.R.S. 15-843
 - 38-431.01(B)(C)
 - 38-431.02(B)
 - 38-431.03
 - A.G.O. I79-45
 - I79-49
 - I79-126
 - I79-136
 - I80-118
 - I80-146
 - I81-058
 - I81-060
 - I81-090

- CROSS REF.:
- BEDG - Minutes
 - JKD - Student Suspension
 - BBBB - Board Member Oath of Office
 - JKE - Expulsion of Students
 - BEDA - Notification of Board Meetings
 - BEDG - Minutes
 - JKD - Student Suspension

**EXECUTIVE SESSIONS / OPEN MEETINGS
MINUTES**

| Date | Time | Place |
|------|------|-------|
|------|------|-------|

I. Record the names of persons present (Only Board Members, individuals provided for by statute, and other persons whom the Board determines are reasonably necessary for the purposes of the executive session may be present). Indicate who and when anyone leaves or enters during the executive session:

II. Specify the section of A.R.S. 38-431 under which the executive session was called and a general description of the respective topic(s). The same information should have been indicated on the agenda:

III. (Read prior to each executive session:)

All persons present are hereby reminded that it is unlawful to disclose or otherwise divulge to any person who is not now present, other than a current member of the Board, or pursuant to a specific statutory exception, anything that has transpired or has been discussed during this executive session. Failure to comply is a violation of A.R.S. 38-431.03.

IV. Items of discussion (if the session is held under authority of A.R.S. 38-431.03, Subsection A, paragraphs 4, 5, or 7, an accurate description of all instructions given must be included):

MEETING PROCEDURES / BYLAWS

The President of the Board is responsible for the orderly conduct of the meeting.

In the absence of the President of the Board, the Vice President shall preside at the meeting. In the absence of the Vice President, an acting chair shall preside.

The presiding member shall rule on such matters as the order of business and discussion, the time to be allowed for public discussion, the appropriateness of the subject being presented, and the suitability of the time for such a presentation. All such rulings are subject to review by the Board at a subsequent meeting, properly noticed, as long as the matter is included on the agenda.

All actions of the Governing Board, the District, and employees of the District, are governed and controlled by the U.S. Constitution, the Arizona Constitution, applicable federal and state statutes, and applicable federal and state regulations.

Adopted: **March 6, 2007** *date of Manual adoption*

LEGAL REF.: A.R.S. 15-321

NOTIFICATION OF BOARD MEETINGS

A statement of the posting place for all notices of meetings shall be filed with the clerk of the Board of Supervisors. A regular meeting may be canceled by agreement of a majority of the Board. shall be conspicuously posted on the District's website specifying where all notices of the Governing Board meetings are posted, including the physical and electronic locations, and give additional public notice as is reasonable and practicable as to all meetings.

The District shall post all Governing Board public meeting notices on its website and give additional public notice as is reasonable and practicable as to all meetings. When the District has complied with all other public notice requirements of A.R.S. 38-431.02, the Board is not precluded from holding a meeting for which notice was posted when a technological problem or failure either:

- prevents the posting of public notice on the District website, or
- temporarily or permanently prevents use of all or part of the District's website.

When an executive session of the Board is scheduled a notice of the executive session stating the provision of law authorizing the executive session and including a general description of the matters to be considered shall be provided to:

- the members of the Governing Board, and
- the general public.

TwentyAt least twenty-four (24) hours prior to the meeting notice shall be given to the members of the Governing Board and to the general public by posting, in the designated public place,(s) the time and place, and the meeting agenda, or any change in the meeting time or place, with the exception of an actual emergency, in which case such notice as is appropriate to the circumstances shall be givenagenda. The notice shall include an agenda of the matters to be discussed, considered or decided at the meeting, or include information on how the public may obtain a copy of the agenda.

The twenty-four (24) hour notice period:

- May include Saturday when, in addition to any website posting, the public has twenty-four (24) hour access to the physical posting location.
- Does not include Sundays and other holidays set outprescribed in A.R.S. 1-301.

A twenty-four (24) hour meeting notice is not required in the case of an actual emergency, however, notice shall be given and procedures followed in accordance with the requirements of 38-431.02 as are appropriate to the circumstances.

A meeting may be recessed and resumed with less than twenty-four (24) hours notice when proper initial meeting notice was given and, before recessing, public notice is given specifying the time and place the meeting will be resumed or identifying the method by which such notice shall be publicly given.

When the Governing Board intends to meet at a regular place and time on a regular day,

date or event for a specified calendar period, the District may post notice of the beginning of the applicable calendar period and the period for which the notification is valid.

Adopted: **January 12, 2010** date of Manual adoption

LEGAL REF.: A.R.S. 1-301
15-321
15-341
38-431.01
38-431.02

CROSS REF.: [A.G.O. I79-45](#)
BE - School Board Meetings
BEC - Executive Sessions/Open Meetings
[BEDB – Agenda](#)

The agenda shall list the specific matters to be discussed, considered or decided at the meeting. 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*)

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

Regular meetings:

- ♦ Call to order
- ♦ Executive session (if necessary and appropriate)
- ♦ Signing of visitors' register
- ♦ Pledge of Allegiance
- ♦ Public call to the audience
- ♦ Report of Superintendent
- ♦ Announcement of date and place of next meeting(s)
- ♦ Consent agenda, including personnel, waiver of graduation requirement, vouchers, approval of minutes from prior meeting(s)
- ♦ Curriculum and instruction
- ♦ General functions
- ♦ Business and finance
- ♦ Buildings and grounds
- ♦ Correspondence
- ♦ Reports, including legislative updates
- ~~Adoption of the agenda (*discussion of items is not in order*)~~
- Pledge of allegiance
- Board Meeting minutes not previously approved
- Information only items (*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.*)

- Summary of current events
- ▲ Superintendent
- ◆ Celebrations and recognitions
- ▲ Governing Board members
- 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*)
- Action items (*Matters on which the Governing Board may take legal action during the meeting*)
- Consent agenda items (*When so presented, should fully describe the matters on the agenda and inform the public where more information can be obtained*)
- Specific items of District business (*as listed for consideration, may include various categorical areas as the business of the District necessitates Board discussion, deliberation, and action*)
- Information and Discussion items (*Matters about which the Board may engage in discussion but will take no action during the meeting*)
- Information items (*The Board will not propose, discuss, or take legal action during the meeting*)
- ◆▪ Requests for future agenda items
- ◆ Public call to the audience
- ◆• Adjournment

Special meetings:

- ◆• Call to order
- ◆ Signing of visitors' register
- ◆ Pledge of Allegiance
- ◆ Public call to the audience
- ◆ Specific items
- Items for which the special meeting was called
- ◆ Public call to the audience
- ◆ Executive session (if appropriate) (*May include timely action, discussion, and information*)

items as conditioned for regular meetings)

- Announcements
- ♦ **Adjournment** • 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*)
- When an executive session is to be held, the notice must state the specific provision of law authorizing the executive session.
- 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).

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 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 the Disabled

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [*name of designated agency contact person*] at [*telephone number and TDD telephone number*]. Requests should be made as early as possible to allow time to arrange the accommodation.

Adopted: date of **manual**Manual adoption *Revised:* **June 13, 2000**

LEGAL REF.: A.R.S. 38-431
 38-431.01
 38-431.02
 38-431.03

CROSS REF.: BEC - Executive Sessions/Open Meetings

AGENDA PREPARATION AND DISSEMINATION Regular Meetings

The Superintendent will prepare Board meeting agendas in consultation with the Board President assisted by one (1) additional Board member. The duty of the assisting Board member will be rotated equally among the other Board members.

The Superintendent or Board members may place items on the agenda. Any Board member desiring to place an item on the agenda will notify the Superintendent of the particular item of business at least ten (10) working days before the meeting. Any Board member desiring to place an addendum item on the agenda to address an emergency item of business will notify the Superintendent at least two (2) working days before the meeting.

Normally, the agenda and supporting materials shall be distributed to the Board members not less than five (5) working days prior to the meeting. Items related to new or revised budget documentation shall be distributed ten (10) working days prior to the meeting to allow ample time for Board members' review and insure questions can be answered prior to the Board meeting.

Copies of the agenda shall be posted in accordance with law, and all supporting materials, excluding confidential materials associated with executive sessions, shall be available to the public and the press at least twenty-four (24) hours prior to the meeting, upon request.

Special Meetings

The Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings, **unless there is insufficient time to completely comply with the procedures. In this event, compliance with the procedures shall be as complete as possible.**

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.

Agenda Modification

An item may be postponed from a published agenda by the Superintendent, when removal is determined to be necessary by the Superintendent, in consultation with the Governing Board President or Vice President in the absence of the President. The Superintendent shall inform the Board member, if any, who sponsored or requested the postponed item, of the postponement in advance of the Board's meeting.

Adopted: **March 6, 2007** date of Manual adoption

LEGAL REF.: A.R.S. 38-431 *et seq.*

A quorum consisting of a majority of the Board membership shall be necessary to conduct any business. [In the event that a quorum is not present within thirty \(30\) minutes of the time scheduled, the meeting may be canceled and another meeting scheduled, with due and proper notices as prescribed by policy and law.](#)

When there is a vacancy of one (1) or more members on the Governing Board, a majority of the members remaining constitute a quorum for the transaction of business, except that a single Board member does not constitute a quorum.

[Efforts shall be made to fill vacancies on the Governing Board as soon as is practicable.](#)

Adopted: [January 12, 2010](#) date of Manual adoption

LEGAL REF.: A.R.S. 1-216
15-321

A.G.O. I84-165
CROSS REF.: BBBE - Unexpired Term Fulfillment

The Board prescribes rules for its meetings as follows:

♦ *Meetings:*

- It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called.
- Members or others seeking to address the Board shall first be recognized by the presiding member and shall direct their remarks to the presiding member and the member making an inquiry, if any. Once recognized by the presiding member, a speaker may respond directly to a Board member who is requesting information.

♦ *Motions:*

- Each action item shall require a motion, and all motions shall require a second, with the exception of a nomination which will not require a second **seconding**.
- If a motion is made and seconded, it is open to debate, amendment and vote.
- The President may make or second motions, and may vote on all motions.
- A main motion may be amended by approval of a motion to amend and second. The maker and second of a main motion may also accept a friendly amendment, which has the effect of automatically incorporating the amendment into the main motion.
- Members having a conflict of interest regarding an item of business shall abstain from the debate and vote on that item.
- If any member perceives that there has been sufficient debate, the member may "call for the question", which shall cause all debate to stop. The presiding member shall then determine whether there is any objection to closing debate. If a member objects, the call for the question shall require a second and a vote. Upon a majority vote in favor of calling the question, the presiding member shall put the matter under discussion to a vote of the Board.
- The President may make or second motions, and may vote on all motions.
- A motion which fails or passes may be reconsidered at the same or next meeting, upon motion by a member on the prevailing side of the original vote.
- A motion to adjourn is in order at any time. Such a motion shall require a second and a majority vote. No discussion is in order.▪A motion to table is in order at any time. Such a motion requires shall require a second and is limited to being considered only once on any given agenda item a majority vote. No discussion is in order. Unless a motion to table specifies a specific date, upon approval of the motion to table, the item shall be tabled until the next meeting.

♦ *Procedural points:*

- Generally, a member shall not interrupt or otherwise disrupt the debate of other members.
- A member may raise a "Point of Order" at any time to question meeting procedures or when the member is concerned the pending discussion is not properly within the agenda.
- A member may raise a "Point of Information" at any time to seek clarification.
- ♦ *Suspension of rules:*
 - A motion to table is in order at any time. Such a motion requires a second and is limited to being considered only once on any given agenda item. No discussion is in order.
 - Rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.

In the event a matter of order is not addressed by these rules, *Robert's Rules of Order Newly Revised* (Scott Foresman, Ninth Edition 1990) shall control.

Adopted: date of ~~manual~~Manual adoption *Revised:* January 9, 2001

LEGAL REF.: A.R.S. 15-321 15-341

CROSS REF.: BED - Meeting Procedures/Bylaws
 BEDA - Notification of Board Meetings
 BEDB - Agenda
 BEDBA - Agenda Preparation and Dissemination
 BEDC - Quorum
 BEDF - Voting Method
 BEDG - Minutes
 BEDH - Public Participation at Board Meetings
 BGF - Suspension/Repeal of Policy

Votes on all motions and resolutions shall be by *ayes* and *nays*. No secret ballots shall be used.

At the discretion of the Board President or on the request of a member, a show-of-hands or roll-call vote shall be made and the vote of members shall be recorded. On a voice vote, members may request that their own votes be recorded.

All motions shall be carried by a majority of the members who vote, or as otherwise required by law.

Adopted: date of manualManual adoption

LEGAL REF.: A.R.S. 1-216 15-321(E) 38-431 A.G.O. I78-237

CROSS REF.: BEDC - Quorum
BEDD - Rules of Order
BEDG – Minutes

All written or recorded minutes shall be taken of all regular and special Board meetings shall be recorded. If possible, complete written minutes of each Board meeting will, including executive sessions, and shall include the information required by A.R.S. 38-431.01. The written minutes or recording shall be available for public review in the District administrative office inspection three (3) working days after the date of the meeting. If this is not possible, the record of the meeting shall be available until the written minutes are prepared. In all cases, written minutes of each meeting shall be prepared as soon as possible, containing the information required by A.R.S. 38-431.01(B), except for confidential executive session minutes. Written minutes or a recording not yet approved by the Governing Board shall be marked as "draft" or "unapproved." The minutes or recording shall not be withheld from the public pending approval and must be in a form readily accessible to the public.

Copies of unapproved written minutes, in print or digital form, shall be distributed to all Board members prior to the next meeting. The Board will take action at a subsequent meeting to amend and/or approve these the written minutes.

Minutes of regular or special meetings will be distributed to all Board members prior to the next meeting, and will be made available to the public upon request, as unconfirmed minutes. Under no circumstances shall written minutes be distributed to the Board for approval greater than one (1) month after the meeting.

Written

The Superintendent shall oversee the preparation of written or recorded minutes of all executive sessions will be prepared, as required by A.R.S. 38-431.01(C), and will be maintained in a confidential file. 431.01. The Superintendent will provide confidential copies of unapproved written minutes, in print or digital form, to all Board members prior to the next meeting.

The Superintendent shall assure that permanent archival files of all approved Governing Board meeting minutes and related required materials are maintained in accordance with A.R.S. 39-101 and standards established by Arizona State Library, Archives and Public Records (ASLAPR). Regular and special Board meeting minutes shall be filed separately from Board executive session minutes.

Adopted: date of manual Manual adoption *Revised:* June 13, 2000

LEGAL REF.: A.R.S. 15-843
38-421
38-431.01
38-431.03
39-101
39-121
39-122
A.G.O. I80-198
41-1347
41-1351

A.G.O. I80-198 Attorney General Arizona Agency Handbook, Chapter 7,

Open Meetings
ASLAPR General Retention Schedule for School Districts and Charter
Schools
BED - Meeting Procedures/Bylaws

CROSS REF.:

PUBLIC PARTICIPATION AT BOARD MEETINGS

It is the directionAll regular and special meetings of the Governing Board that problems and concerns be first addressed, to the degree practicable, at the school, department, or facility level. If the problem is not satisfactorily resolved at this first level, the concern should be directed to the appropriate District-level administrator or supervisor. If further action is necessary, a problem or concern may be referred to the Superintendent. The Governing Board will not entertain or consider any recommendation, grievance, complaint, or petition from parents, students, employees or patrons of the District until such issues have first been pursued through the proper administrative channels without satisfactory resolution. This requirement is intended to help ensure that the Governing Board is fully informed and able to act without prejudice when acting in the role of a hearing bodyBoard shall be open to the public.

The Board invites the viewpoints of citizens throughout the District, and considers the responsible presentation of these viewpoints vital to the efficient operation of the District. The Board also recognizes its responsibility for the proper governance of the schools, and therefore the need to conduct its business in an orderly and efficient manner. The Board therefore establishes the following procedures to receive input from citizens of the District:

The Board provides that any individual can be heard on any subject, provided the subject is relevant and falls within the jurisdiction of the Board. Persons wishing to address the Governing•Any individual desiring to address the Board at a Board meeting shall complete a form, stating their name, address, and topic he/she will address to the Board. This form must be provided to the Board Secretary. The administration shall prepare such forms and notices as may be necessary to provide for efficient presentation of public comment. (Request to Address Board) and give this form to the Superintendent prior to the start of the Board meeting.

Time for public comment shall be allotted at each public meeting of the Board as follows:

- Agenda Items: Time for comment
 - Speakers may address the Board regarding items on the agenda at the time the agenda item is considered by the Board. Speakers shall be allotted three (3) minutes each.
 - Speakers also may address the Board regarding agenda items during open call to the audience.
 - Speakers may not acquire additional minutes of speaking time from other speakers.
- Issues Not on the Agenda: Time for comment
 - Speakers may address the Board regarding issues which are not on the agenda at the beginning and end of each Board meeting.
 - Time for open call to the audience shall be allotted three (3) minutes per speaker for a maximum of thirty (30) minutes.
 - Speakers may not acquire additional minutes of speaking time from other speakers.

- An open call to the audience will be held once after the Pledge of Allegiance and once again prior to adjournment.

Alternatively, an individual or group may submit a written request to address the Governing Board. Such a request shall include the name and address of the individual or group as well as an identification of the specific item to be addressed. At the conclusion of an open call to the public, individual members of the Board may respond to criticism made by those who have addressed the Board, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the 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. Board members may only respond to comments regarding a properly noticed item at the time the item is specifically discussed or considered by the Board. The Board President of the Board shall have the discretion to limit cumulative or repetitive comment on a single subject or to extend the time for the public comment in order to allow maximum participation by the interested individuals. In the interest of time, the President of the Board shall also have the discretion to give speaking priority to those speakers who have not previously spoken during the meeting. Members of the Governing Board may not respond to or discuss issues raised by individuals if those issues are not on the Board's agenda. Board Members may request that the Board President place the issue on a future Board agenda so that discussion may occur. The Board President shall be responsible for recognizing speakers, maintaining proper order, and adhering to any time limit set. Questions of fact asked by the public shall, when appropriate, be answered by the President or referred to the Superintendent for reply subsequent to the Board meeting; questions requiring investigation shall be referred to the Superintendent for later report to the Board. The Governing Board also encourages the submission of written presentations on matters not scheduled for Board action or consideration. The Board will distribute the written materials which are received to all appropriate administrators and other individuals. Questions or comments on matters that are currently under legal review will not receive a response.

Persons attending meetings of the Governing Board or addressing the Board shall observe rules of propriety, decorum, and good conduct. Personal attacks upon Board members, district staff, or students are not permitted. Discussion of confidential student matters is also prohibited. The President may terminate a speaker's privilege to address the Governing Board if, after being called to order, the speaker persists in improper conduct or remarks. The President of the Governing Board, at his/her discretion, may allow time for a speaker to regain his/her composure before continuing his/her remarks. During this time, the President may recognize another speaker. Undue interruption or interference with the orderly conduct of the Governing Board is a violation of law and may result in the offending person(s) expulsion from the meeting.

It is requested there be no disruptive applause or dissent during public comment, as it may decrease time available for comment by others.

These procedures also apply to public hearings.

- If considered necessary, the President shall set a time limit on the length of the comment period. In order to ensure that each individual has an opportunity to address the Board, the President may also set a time limit for individual speakers.
- Members of the public may be recognized by the President to assist the Board with information for the conduct of its official business.

- Personal attacks upon Board members, staff personnel, or other persons in attendance or absent by individuals who address the Board are discouraged. Presenters are cautioned that statements or representations concerning others that convey an unjustly unfavorable impression may subject the presenter to civil action for defamation. Policies KE, KEB, KEC, and KED are provided by the Board for disposition of legitimate complaints, including those involving individuals. Upon conclusion of the open call to the public, individual members of the Board may respond to any criticism made by an individual who has addressed the Board. The Superintendent shall ensure that a copy of this policy is posted at the entrance to the Board meeting room, and that an adequate supply of forms is available.

Adopted: **March 6, 2007** date of Manual adoption

LEGAL REF.: A.R.S. 38-431.01

13-2911

A.G.O. 99-006

CROSS REF.: BDB - Board Officers

BHC - Board Communications with Staff Members

BHD - Board Communications with the Public

KEB - Public Concerns/Complaints about Personnel

EEXHHIBBITT EEXHHIBBITT
PUBLIC PARTICIPATION AT BOARD MEETINGS
REQUEST TO ADDRESS BOARD ON AGENDA ITEMS

All meetings of the Governing Board are open to the public, with the exception of executive sessions, and the public is invited to attend. Any individual can be heard on any subject of concern to the Board, provided the subject is relevant and falls within the jurisdiction of the Board. The Governing Board also encourages the submission of written presentations on matters not scheduled for Board action or consideration.

It is the direction of the Governing Board that problems and concerns be first addressed, to the degree practicable, at the school, department, or facility level. If the problem is not satisfactorily resolved at this first level, the concern should be directed to the appropriate District-level administrator or supervisor. If further action is necessary, a problem or concern may be referred to the Superintendent. The Governing Board will not entertain or consider any recommendation, grievance, complaint, or petition from parents, students, employees or patrons of the District until such issues have first been pursued through the proper administrative channels without satisfactory resolution. This requirement is intended to help ensure that the Governing Board is fully informed and able to act without prejudice when acting in the role of a hearing body.

Time for comment regarding items or issues on the agenda will be provided at the time the agenda item is considered by the Board. Speakers shall be allotted three (3) minutes each. Time for comment regarding items or issues which are not on the agenda, shall also be allotted at three (3) minutes per speaker, for a maximum of thirty (30) minutes. The President of the Board may limit cumulative or repetitive comment on a single subject or may extend the time for comment in order to allow maximum participation by interested individuals.

Due to provisions of the Open Meeting Law, members of the Governing Board are prohibited from responding to or discussing issues raised by individuals, if those issues are not on the Board's agenda.

USE THIS FORM IF YOU WISH TO ADDRESS THE BOARD REGARDING AN ITEM ON A BOARD AGENDA. COMPLETE EXHIBIT BEDH-EB TO ADDRESS AN ISSUE WHICH IS NOT ON AN AGENDA.

Persons wishing to address the Governing Board at a Board meeting must complete this form and submit it to the Board secretary.

Name: _____ Phone: _____

Date: _____

Address: _____

E-mail Address: _____

Agenda Item Number: _____ Agenda Item Name: _____

Do you _____ support _____ oppose the item? Statement: _____

Persons attending meetings of the Governing Board or addressing the Board shall observe rules of propriety, decorum, and good conduct. Personal attacks upon district employees, students or Board members are not permitted. Discussion of confidential student or employee matters is also prohibited. The President of the Board may terminate a speaker's privilege to address the Governing Board if a speaker engages in improper conduct or remarks. Undue interruption or interference with the orderly conduct of a Governing Board meeting is a violation of law and may result in the offending person's removal by a peace officer.

EEXHHIBBITT EEXHHIBBITT
PUBLIC PARTICIPATION AT BOARD MEETINGS
REQUEST TO ADDRESS BOARD ON NON-AGENDA ITEMS

All meetings of the Governing Board are open to the public, with the exception of executive sessions, and the public is invited to attend. Any individual can be heard on any subject of concern to the Board, provided the subject is relevant and falls within the jurisdiction of the Board. The Governing Board also encourages the submission of written presentations on matters not scheduled for Board action or consideration.

It is the direction of the Governing Board that problems and concerns be first addressed, to the degree practicable, at the school, department, or facility level. If the problem is not satisfactorily resolved at this first level, the concern should be directed to the appropriate District-level administrator or supervisor. If further action is necessary, a problem or concern may be referred to the Superintendent. The Governing Board will not entertain or consider any recommendation, grievance, complaint, or petition from parents, students, employees or patrons of the District until such issues have first been pursued through the proper administrative channels without satisfactory resolution. This requirement is intended to help ensure that the Governing Board is fully informed and able to act without prejudice when acting in the role of a hearing body.

Time for comment regarding items or issues on the agenda will be provided at the time the agenda item is considered by the Board. Speakers shall be allotted three (3) minutes each. Time for comment regarding items or issues which are not on the agenda, shall also be allotted at three (3) minutes per speaker, for a maximum of thirty (30) minutes. The President of the Board may limit cumulative or repetitive comment on a single subject or may extend the time for comment in order to allow maximum participation by interested individuals.

Due to provisions of the Open Meeting Law, members of the Governing Board are prohibited from responding to or discussing issues raised by individuals, if those issues are not on the Board's agenda.

USE THIS FORM IF YOU WISH TO ADDRESS THE BOARD REGARDING AN ISSUE WHICH IS NOT ON THE BOARD'S AGENDA. COMPLETE EXHIBIT BEDH-EA TO ADDRESS AN ISSUE WHICH IS ON AN AGENDA.

Persons wishing to address the Governing Board at a board meeting must complete this form and submit it to the Board secretary.

Name: _____ Phone: _____

Date: _____

Address: _____

E-mail Address: _____

Issue you wish to address (including proposed solution; if applicable): _____

Persons attending meetings of the Governing Board or addressing the Board shall observe rules of propriety, decorum, and good conduct. Personal attacks upon district employees, students or Board Members are not permitted. Discussion of confidential student or

employee matters is also prohibited. The President of the Board may terminate a speaker's privilege to address the Governing Board if a speaker engages in improper conduct or remarks. Undue interruption or interference with the orderly conduct of a Governing Board meeting is a violation of law and may result in the offending person's removal by a peace officer.

NEWS MEDIA SERVICES AT BOARD MEETINGS

Local news media representatives shall be welcome to attend all regular or special meetings of the Board with the exception of executive sessions. In the event that representatives of the news media are unable to attend a regular or special meeting, the Superintendent may provide a periodic summary of Board actions.

Adopted: date of ~~manual~~Manual adoption

LEGAL REF.: A.R.S. 38-431.01(A)
 38-431.03
 38-431.03

B-2300 **BEDK**
REPORTING BOARD MEETING BUSINESS

Meeting announcements, agendas, summaries of the minutes for each meeting of the Governing Board, and other related supporting documents may be furnished to newspapers circulated within the geographic boundaries of the District.

Members of the Governing Board, the Superintendent, administrators, and others as may be necessary, will be available for interview by media representatives. The Governing Board may, on a specific issue, direct that the Superintendent be the spokesman.

In its dealing with the media, the School District will be frank and open, recognizing the privilege of the media to publish newsworthy information.

Adopted: date of ~~manual~~Manual adoption

SCHOOL BOARD POLICY PROCESS

It is the intent of the Board to adopt policies so that they may serve as guidelines for its own operations and for the successful and efficient functioning of the District.

Policy adoption is one of the Board's chief responsibilities. Suggestions regarding the content of policies may originate with a member of the Board, the Superintendent, a staff member, a parent, a student, a consultant, a civic group, or any resident of the District. A careful and orderly process shall be used in examining such proposals. The policy proposals shall be referred to the administration for detailed study prior to recommendation(s) being provided to the Board. The Board may take action in accordance with Policy BGB after hearing the Superintendent's recommendations.

The policies of the Board are framed and ~~meant~~intended to be interpreted in terms of ~~state~~within the context of applicable laws and regulations and other regulatory agencies within the state and federal levels of government.

Changes in needs, conditions, purposes, and objectives may require revisions, deletions, and additions to the policies of the present and future. The District will welcome suggestions for ongoing policy review and revision.

Adopted: date of ~~manual~~Manual adoption

LEGAL REF.: A.R.S. 15-321(C)
15-341(A)(1)

Adoption of new policies or the revision or repeal of existing policies is the responsibility of the Board. The Board shall adhere to the following procedure in considering and adopting policy proposals to ensure that they are fully studied before final action:

- ♦• First meeting - the proposal shall be presented for review.
- ♦• Second meeting - the proposal shall be presented **for the second time and** for discussion and action.

During discussion of a policy proposal, the views of the public, staff members, and the Board may result in changes. A change shall not require that the policy go through an additional review except as the Board determines that the change requires further study and that an additional review would be desirable.

Policies may be adopted or amended at a single meeting of the Board in a Board-declared emergency.

Adopted: date of **manual**Manual adoption

POLICY REVISION AND REVIEW

In an effort to keep its written policies up to date so **that** they may be used consistently as a basis for Board action and administrative decision, the Board authorizes the Superintendent to seek consulting assistance from a source that provides such services. The District shall rely on **such**the consulting service **as well as**in conjunction with the functioning of the District as **evidenced**indicated by **the** reactions of the school staff, **the** students, and the community **for providing evidence** **of**to provide insight into the effect of the policies **that** it has adopted. The Superintendent shall develop procedures to permit the District to utilize the policy consulting service in a manner **to ensure** that **assures** maximization of the District's return on **the**its investment in the service **is maximized**.

The Superintendent is responsible for calling to the Board's attention policies that are out of date or **are** in need of revision.

Adopted: date of **manual**Manual adoption

CROSS REF.: BGE - Policy Communication/Feedback

RREGGUULLAATTIIONN RREGGUULLAATTIIONN POLICY REVISION AND REVIEW

The District is a subscriber to the Policy Services Program of the Arizona School Boards Association (ASBA). This service will assist the District in the amendment of District policies or in the adoption of new policies originated by the District.

The procedure listed below will be followed to ensure the expeditious review and consideration of policy updates received from the ASBA Policy Services Program and all newly proposed policies:

- A master file of policy updates (Policy Services Advisories) will be kept by the Superintendent.
- Upon receipt, a copy of each update will be forwarded to the appropriate member(s) of the Superintendent's staff.
- The designated staff member may review and evaluate the update and recommend action to the Superintendent, including any proposed changes needed to adapt the update to specific circumstances within the District.
- If changes or new policies are recommended, the Superintendent will send a copy of the update to ASBA Policy Services for review or contact ASBA Policy Services by phone to discuss the proposed changes.
- Following review by ASBA Policy Services, the updated policy or any newly proposed policies will be placed on the Board agenda for a first review by the Board.
- Following the first review, if any proposals are made for further changes, such changes will be sent to ASBA Policy Services for review or discussed with them by phone.
- If no changes are proposed, or after any such proposed changes have been reviewed by ASBA Policy Services, the updated policy will be placed on the Board agenda a second time for action by the Board.
- Following adoption by the Board, the Superintendent will send a copy of the adopted policy and the date of adoption to ASBA Policy Services.
- ASBA Policy Services will produce the final adopted copy of the policy and return the final copy to the District.
- The Superintendent will reproduce sufficient copies of the new policy, as received from ASBA Policy Services, and forward a copy to each person who is assigned a policy manual, with instructions as to how it is to be incorporated into the policy manual.

BOARD REVIEW OF REGULATIONS

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.

Before issuance, regulations shall be properly titled and coded in conformance with the policy classification system selected by the Board.

The Board reserves the right to review all administrative regulations. [The Superintendent shall provide a copy of each District regulation to each Board member prior to distribution.](#)

Adopted: date of ~~manual~~Manual adoption

LEGAL REF.: A.R.S. 15-321(C)

POLICY COMMUNICATION / FEEDBACK

The Superintendent shall develop procedures to ensure that employees, patrons, and Board members shall have access to a current policy manual that contains the policies and administrative regulations of the District.

The manual is intended both as a tool for District management and as a source of information to patrons, staff members, and others about how the District operates. To that end, each Board member and administrator shall have ready access to a copy of the manual. In addition, a manual shall be available at such places as the Superintendent may determine for use by staff members, students, and patrons.

Administrative regulations Each administrative regulation shall be so designated and included in the manual on a separate sheet(s) accompanying the policy with which **they are it is** associated.

All policy manuals shall remain the property of the District. **They and** shall be subject to recall at any time.

The Board's policy manual shall be considered a public record and shall be open for inspection during regular business hours at the District administration office and at places designated by the Superintendent.

The master copy of the manual will be securely maintained **in the Superintendent's office**. It is this copy that will be used to resolve any discrepancies in language existing in other copies.

Adopted: date of **manual** Manual adoption

LEGAL REF.: A.R.S. 15-341(A)(1)

RREEGGUULLAATTIOONN RREEGGUULLAATTIOONN
POLICY COMMUNICATION / FEEDBACK

Each person to whom a policy manual is issued will be responsible for the maintenance, control, and updating of the manual.

All changes to the policy manual will be issued by the Superintendent, with a change memorandum listing codes, pages to be removed, and pages to be inserted. After making the changes, a copy of the change memorandum shall be filed by the Superintendent. After the updated pages have been placed into a policy manual, the outdated pages that have been superseded must be removed and destroyed. All policy manuals are subject to recall and/or inspection at any time to ensure that they are properly updated.

The master copy of the policy manual shall be maintained by the Superintendent. It is this copy that shall be used to resolve any discrepancies in language existing in other copies.

The Superintendent will maintain one (1) copy of all outdated pages for historical and reference purposes.

LEGAL REF.: Uniform System of Financial Records

SUSPENSION / REPEAL OF POLICY

The operation of any section or sections of Board policies not established and required by law or vested by contract may be temporarily or permanently suspended by a majority vote of Board members present at a regular or special meeting. An action under this policy would not require the two **readings**(2) **presentations** indicated in Policy BGB (Policy Adoption) to reinstate a suspended policy.

The Governing Board reserves the right to waive compliance with any Governing Board policy by any student, employee of the District, or third party, provided that said student, employee, or third party has requested such waiver. The Governing Board may (but need not) specify the length of time during which such waiver will be effective.

Adopted: date of **manual****Manual** adoption

LEGAL REF.: A.R.S. 15-321(C)

**SCHOOL DISTRICT LOGO AND/OR MOTTO
(SCHOOL SYMBOLS)**

The Governing Board recognizes that symbols such as school colors, song, motto, flag, and ring frequently play important roles in school life. The Governing Board endorses their selection and identification with the activities of the schools as long as they conform to the following criteria:

- ♦ Their existence and use support the goals of the District.
- ♦ They cast no aspersion upon any members of the school staff or student body and/or community with respect to ~~sex~~, color, race, age, national origin, sexual orientation, religion/religious beliefs, gender, citizenship status, marital status, political beliefs/affiliation, home language, disability, family, social or cultural background, or creed and do not discriminate against any member of the school staff or student body and/or community.
- ♦ No student of the school is required to support, adhere to, purchase, employ, or possess any such symbol.
- ♦ If a student's purchase of a symbol or materials for making it is the only acceptable way to acquire it, designs and standard specifications will be made available both to students and potential vendors. Students' purchases will be made at their discretion from any available symbol vendors, preferably off the school premises and during out-of-school hours.

Adopted: date of manual adoption

BOARD COMMUNICATIONS WITH STAFF MEMBERS

Official communication between the Board and employees will occur as follows:

- An employee will first communicate on school- or employment-related matters at the administrative level. Any employee who exhausts the opportunity of discussing a matter at the various administrative levels may then communicate in writing with the Board on the matter. No anonymous communication will be considered by the Board.
- Any employee who wishes to address the Board in the employee's capacity as a parent, District resident, or individual, rather than as an employee, may do so by following the procedures in Policies BEDH and BHD.
- Official communications, policies, directives, Board concerns, and Board action(s), as appropriate, will be communicated to employees by the Superintendent.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-321
15-341
38-431.01
38-431.02

CROSS REF.: BEDH - Public Participation at Board Meetings

BOARD COMMUNICATIONS WITH THE PUBLIC

Official communication between the Board and the community is subject to the following:

- Any community member who exhausts the opportunity of discussing a matter at the administrative level may communicate with the Board in writing. No anonymous communication will be considered by the Board.
- A member of the community who wishes to address the Board in person may do so by following the procedures in Policy BEDH.
- Official communications, policies, Board concerns, and Board action, as appropriate, will be imparted to the community by the Superintendent.

Adopted: date of Manual adoption

CROSS REF.: BEDH - Public Participation at Board Meetings

NEW BOARD MEMBER ORIENTATION / HANDBOOK

A member-elect - or any person designated for appointment as a member-elect - of the Board is to be afforded the Board's and the staff's fullest measures of courtesy and cooperation. The Board and staff shall make every effort to assist the member-elect to become fully informed about the Board's functions, policies, procedures, and problems.

In the interim between election or appointment and actually assuming office, the member-elect shall be invited to attend appropriate meetings and functions of the Board and is to receive appropriate reports and communications normally sent to Board members.

The member-elect is to be provided access to appropriate publications and aids, including the Board's Policy Manual and Administrative Regulations and publications of the state and national school boards associations.

The Board President and members of the administrative staff will also confer with the member-elect as necessary on special problems or concerns.

Board members-elect will be encouraged to attend meetings or workshops specifically designed for Board members-elect. Their expenses at these meetings may be reimbursed by the District in accordance with law.

Adopted: date of ~~manual~~Manual adoption

LEGAL REF.: A.R.S. 15-342(5)
38-431.01(F)

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

Attendance at meetings directly or indirectly related to education or school matters shall be encouraged for the values they have to the school system and the professional growth of Board members.

Governing Board members are encouraged to attend workshops presented by the county, state, and national school boards associations. Professional journals and books in the school libraries shall be available to every Board member.

Adopted: date of manualManual adoption

LEGAL REF.: A.R.S. 15-342(5)

BOARD MEMBER COMPENSATION AND EXPENSES

Governing Board members shall may be reimbursed for all necessary and legal expenses incurred in attending any meetings or in making any trips on official business for the District when so connection with any school business authorized by the Governing Board.

Reimbursement amounts shall not exceed the maximum amounts established pursuant to A.R.S. 38-624.

Adopted: date of manual Manual adoption

LEGAL REF.: A.R.S. 15-342(5)
38-621
38-622
38-623
38-624
38-625

CROSS REF.: DKC - Expense Authorization/Reimbursement

BOARD MEMBER INSURANCE / LIABILITY

General

Pursuant to statute, Governing Board members are immune from personal liability with respect to all acts done and actions taken in good faith within the scope of their authority during duly constituted regular and special meetings. However, the Governing Board may procure insurance or may establish a self-insurance program for the management and administration of a system for direct payment of benefits, losses, or claims, or any combination of insurance and direct payments, including risk-management consultation, to provide payment of any property loss sustained or lawful claim of liability or fortuitous loss made against the District or its employees or officers, if the employees or officers are acting in the scope of their employment or authority.

The District shall secure general liability, property damage, and workers' compensation insurance coverage, and shall secure performance and payments bonds for all construction projects.

Participation in Group Insurance Plans of the District

Governing Board members and their dependents are eligible to participate in health, accident, life, or disability insurance plans made available to employees of the District if the Board members pay the full premiums associated with such coverage and participation of the members and their dependents does not result in an expenditure of District monies.

Former Board members, their spouses, dependents, and surviving spouses or dependents of Board members or former Board members may continue to participate in the health, accident, life, or disability insurance benefits provided to employees of the District if the following conditions are met:

- ♦• Former Board members must have served at least four (4) consecutive years on the Board, must have been covered under the insurance plan while serving as Board members, and must pay the full premiums for the insurance coverage. Such participation must not result in an expenditure of District monies.
- ♦• The spouse and dependents of a Board member or former Board member may continue participation in the insurance plan if they pay the full premium for the insurance coverage and their participation does not result in any expenditure of District monies.
- ♦• For a surviving spouse or dependents of a Board member or former Board member to be eligible for continued coverage, the deceased Board member or former Board member must have served four (4) consecutive years and have been covered under the insurance plan while serving on the Board.
- ♦• The surviving spouse and/or dependents of a deceased Board member who was eligible for coverage while in office will be eligible for continued coverage.

Adopted: date of manualManual adoption

LEGAL REF.: A.R.S. 15-341

15-382

15-387
A.G.O. I90-038

SCHOOL BOARD LEGISLATIVE PROGRAM

The Board will participate in legislative programs through conferences with the state and national school boards associations.

The Board authorizes the Superintendent to actively participate in the development of legislation that has a positive effect on educational programs of the District.

Lobbying

All District-initiated requests or contacts with state legislators must be directed through the designated public lobbyist. All contacts initiated by state legislators with District personnel must be reported to the designated public lobbyist for documentation and external reporting purposes.

The designated public lobbyist is responsible for all required reporting and for determining which activities meet the legal definition of lobbying.

Only the designated public lobbyist and authorized public lobbyists may conduct lobbying activities on behalf of the District. Authorized public lobbyists must be approved by the administrative management team. The District shall maintain the approval list of authorized public lobbyists.

Adopted: date of **manualManual** adoption

LEGAL REF.: A.R.S. 41-1231 41-1232 41-1232.02 41-1232.03 41-1232.04

The Board may choose to be a member of and participate in school boards associations at the state, county, regional, and national levels. The Superintendent will ensure that the subject of school boards association membership is addressed during budget preparation.

Adopted: date of **manual**Manual adoption

LEGAL REF.: A.R.S. 15-342(8)

LIAISON WITH SCHOOL BOARDS ASSOCIATIONS

In addition to informational liaison between itself and the various school boards associations, the Board shall be officially represented in the associations' affairs through the election and appointment of delegates and/or observers to the governing bodies of these organizations.

Adopted: date of ~~manual~~Manual adoption

LEGAL REF.: A.R.S. 15-342(8)

B-3750 **BKB**
**RELATIONS BETWEEN THE SCHOOLS AND AREA, STATE,
REGIONAL, AND NATIONAL ASSOCIATIONS**

The Governing Board supports the membership of the School District in various associations that will enable the schools to benefit from cooperative development and supervision of the District's educational program.

The Governing Board, in entering into any such membership, recognizes and agrees that any administrative or legal action contemplated by the Board in the name of the schools must conform to the published policies, rules, and regulations of the association.

If conflict between the policies, rules, and regulations of the School District and those of any association in which the District maintains membership should arise, the Governing Board reserves the right to decide, in the best interest of the School District, whether its policies, rules, and regulations should be placed in harmony with those of the association, or the membership should be terminated.

Adopted: date of manual adoption