



**GOVERNING BOARD AGENDA ITEM  
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO.1 0**

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**DATE OF MEETING:** December 4, 2012

**TITLE:** Approval of Proposed Revisions to Multiple Governing Board Policies in Board Policy Classification D (Fiscal Management)

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**BACKGROUND:** At the Governing Board meeting of November 13, 2012, the Board reviewed proposed changes to several policies in the Fiscal Management series. Most of these changes were necessitated by or advisable under changes enacted by the Fiftieth Arizona Legislature. A review of the proposed changes follows below, and the attachments to this item reflect these proposals in both "redline" and "clean copy" format for the Board's ease of reference.

**DBC - Budget Planning, Preparation, and Schedules** will only be revised to reflect updated legal and cross-policy references and language clarification. There is no substantive change. The corresponding regulation, however, (DBC-R) does include substantive changes. These changes are intended to incorporate many of the statutory requirement related to procedural requirements relating to development, proposal, and adoption of budgets and similar functions. This regulation represents direction by the Superintendent to relevant staff.

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

The proposed revision to this policy would incorporate the latest requirements for publication/posting of the budget, which is now provided for under state law to include posting with the Arizona Department of Education, on the Department's website.

**DGD, DGD-R, DGD-E - Credit Cards**

This policy (and its Regulation and Exhibit) are proposed for revision in response to USFR Memorandum No. 253. 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. Proposed language adjustments to regulation DGD-R provide the requisite language and ensure the level of accountability and security measures that will protect against any inappropriate use of District credit cards. As explained at the November 13 meeting (and as Board members would recall from past discussions), the use of the District's single credit card is very limited and currently vested only with the Chief Financial Officer. Exhibit DGD-E will also now document that the person signing the exhibit was advised of purchasing limitations.

**DIC - Financial Reports and Statements**

This policy is proposed to be updated, like DBF above, to include the provision added to A.R.S. 15-904 by House Bill 2421 that concerns publication of the District's budget on the ADE website.

**DJE - Bidding/Purchasing Procedures.**

Senate Bill 1263 established a number of language adjustments in a number of Arizona Revised Statutes relating to governmental business practices. Among the statutes modified was A.R.S. § 15-213 pertaining to school procurement practices. The language changes

eliminate the previous requirement for bid security for the construction-manager-at-risk method of project delivery (in accordance with changes in law) and allow for Board discretion to extend job-order-contracting beyond five (5) years should the board determine a longer duration is advantageous to the district. Additional language would limit the amount of an individual job order for job-order-contracting construction services to one million dollars or a higher or lower amount prescribed by the governing board, in accordance with changes made to ARS. 15-213 by Senate Bill 1060.

**DKB -Salary Deductions**

Changes were made to ARS. 23-261.02 by Senate Bill 1365 that set forth specific conditions for deductions from an employee's paycheck -primarily to restrict deductions made for political purposes.

This policy is proposed for revision to include these requirements of law.

**DN -School Properties Disposition**

SB1263 altered A RS. 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 approval.

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**INITIATED BY:**



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Todd A. Jaeger, Associate to the Superintendent

Date: November 28, 2012



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Patrick Nelson, Superintendent